



## **GUIDANCE NOTES FOR COMPLETING THE APPLICATION FORM (Teaching Staff)**

The following information is designed to help you complete the application form as effectively as possible. Only those Sections marked with an asterisk (\*) have Guidance Notes below.

*In addition to the application form, please also enclose a supporting statement and CV.*

### **SECTION 1: PERSONAL PARTICULARS**

In accordance with the Asylum and Immigration Act 1996, the successful applicant will be required to provide documentary evidence of legal entitlement to live and work in the United Kingdom.

### **SECTION 4: HIGHER OR FURTHER EDUCATION**

Please complete this section as fully as possible and continue on a separate sheet if more space is required in this section. We will require evidence of your higher and/or relevant qualifications and may check your qualifications with the relevant awarding body.

### **SECTION 8: PREVIOUS TEACHING APPOINTMENTS IN CURRENT AND FORMER SCHOOLS**

Please also briefly explain any gaps in employment, e.g. unemployment, career break, travelling, University/College, etc. Please continue with this section on a separate sheet if necessary.

### **SECTION 9: EMPLOYMENT OUTSIDE EDUCATION**

Please put most recent FIRST and complete every column.

### **SECTION 11: IN-SERVICE TRAINING**

Please provide details of any recent in-service training (*during the last three years*) relevant to this application, including dates and duration.

### **SECTION 13: REFERENCES**

All offers of appointment depend upon receipt of satisfactory references. You must give two referees that have had managerial/supervisory responsibility for you, one of whom must be your Headteacher with your current/most recent school/employer (if applicable).

If you have not been in paid employment for some time or have not worked, please give the name of someone who can comment on your ability to do the job *or* the head of education or training establishment and/or the manager of a voluntary organisation for whom you have worked. References will not be accepted from relatives or from people writing solely in the capacity of friends. We reserve the right to ask for substitute referees if any of the references you have provided is deemed not to be suitable.

NQTs should ensure that referees include a tutor or lecturer from your teaching college and a reference from a mentor from one of your school placements, if appropriate.

Please note that references will normally be taken up prior to interview or if you are being considered for shortlisting.

We will specifically enquire about whether disciplinary action has ever been taken or is pending. If you are currently working, or have previously worked, with children, either on paid or voluntary basis, your current or previous employer will be asked about disciplinary offences relating to children, including any in which the penalty is “time-expired” and whether you have been the subject of any child protection concerns and, if so, the outcome of any enquiry or disciplinary procedure. If you are not currently working with children but have done so in the past, that previous employer will be asked about those issues.

### **SECTION 14: DECLARING AN INTEREST**

Failure to disclose an interest will disqualify you from being appointed to a post with the School.

### **SECTION 15: DISCLOSURE OF CRIMINAL RECORD**

The School is committed to safeguarding and promoting the welfare of the children in our care. It is, therefore, essential that we obtain as much information as possible about potential employees. To assist us in this regard, please would you complete the relevant boxes. This post involves access to persons under 18 and is exempt from the Rehabilitation of Offenders Act 1974 by virtue of an Exception Order. You must therefore give details of all convictions or cautions or bind-overs you have, including those regarded as “spent” or any court case pending. If you obtain a conviction during the recruitment process you must advise the School.

*(continued overleaf)*

## FINALISING YOUR APPLICATION: WHAT YOU NEED TO DO NOW

We wish to give your application careful consideration. To enable us to do so, please:

### APPLICATION FORM

- complete your application form carefully, making sure that you have fully answered all the questions;
- ensure that you read the declaration statement before signing and dating your completed application form;

### SUPPORTING STATEMENT

- limit your supporting statement to a maximum of 500 words.

### ADDITIONAL SHEETS

- ensure that all additional sheets, *(including the supporting statement and CV)* are numbered, *single-sided*, unstapled and clearly marked with your name;

### RETURNING YOUR APPLICATION

- make sure that you send your application in plenty of time before the closing date;
- e-mail your completed application form, supporting statement and CV to [recruitment@jfs.brent.sch.uk](mailto:recruitment@jfs.brent.sch.uk) or send it to Mrs V Harris, Recruitment Officer, JFS School, The Mall, Kenton, Harrow, Middlesex, HA3 9TE.

*To ensure that we receive your application in time, please note that if you use an A4 envelope, a large, first-class stamp must be attached; may we also suggest that you check the weight of the envelope.*

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**We hope that the information we have provided has been helpful and we wish you luck with your application. If you are not successful this time, please do not be discouraged. Your skills and experience may be what we need for our next vacancy. Always pay particular attention to the person specification and remember, the most important thing is for you to tell us about yourself, your skills and work experience.**

*The appointment will be subject to pre-employment checks, including a satisfactory Enhanced Level CRB disclosure.*