

Guidelines for completing a Staff Application Form

Bitterne CE Primary School is committed to safeguarding the welfare of children and young people.

A completed application form is required of all candidates as part of the application process. A Curriculum Vitae (CV) is not required and will, therefore, not be considered within the short-listing process.

If a disability precludes a candidate from completing an application form, please contact Clare Horan – Business Manager for further guidance. Contact details are shown at the end of these guidelines.

Please note, an incomplete application form will not be accepted and may be returned for completion before it can be considered.

Completing the Application Form:

Post Applied For: Complete the details as specified on the advertisement indicating which position you are applying to.

Personal Details: Surname and first names should be those shown on the candidate's passport or driving licence, including ALL middle names. Ensure current address, contact telephone numbers and email address is provided. If a change of address or telephone number is imminent please include these details on a separate sheet and attach to the Application Form.

Present Employment & Employment History: Please provide your most recent experiences should be listed first, where applicable. A brief explanation should be given where there are gaps in an applicant's education/employment history. Do not leave any gaps in the information provided. Insert n/a, if not applicable.

Other Relevant Information: Candidate is given the opportunity to provide reasons for applying for the post. Please ensure that this section is completed. Your application will be judged against the Job Description for the post. Please make sure that you:

- Refer to each point in the Job Description.
- Give details of your experience in each area listed; include relevant details of current and previous employment.

References: Two references should be provided, one of whom must be your current employer or Headteacher. If you are not currently working with children but had done so in the past, an additional reference should be from the employer you were most recently employed to work with children. Written references requests will be sought before interview for all short-listed candidates, including internal applicants. Open references and/or testimonials or photocopied references will not be accepted in support your suitability for the post.

Emailed applications are preferred to info@bitterneprimary.net Postal applications should be addressed to Clare Horan, Bitterne CE Primary School, Brownlow Avenue, Bitterne, Southampton SO19 7BX.

Short listing Procedure

The interview panel will review the applications received to agree a short list. Only those candidates who have been short listed will be contacted for interview. If you have not been contacted within 4 weeks of the closing date your application has not been short listed for interview.

Online Searches

As part of our safer recruitment processes, the school will carry out online searches as part of our due diligence checks. The checks will be completed by a member of staff who is not part of the shortlisting panel and the outcomes of these checks may be explored further at interview with an applicant.

Interview Procedure

The school will aim to give applicants one weeks' notice of an interview so that personal arrangements can be made and preparation time is available. If the notice is less than one week it will be up to the individual applicant to decide if he/she would still like to accept the invitation to interview; to ensure equality of opportunity the time cannot be extended to accommodate individuals' needs. Full details of the interview process will be sent to candidates with the invitation to interview.