

Hertfordshire County Council

Guidance Notes and Information for Applicants for Support Staff Posts in Schools

INTRODUCTION

The application process is in 2 parts in order to serve 2 separate purposes:

- a) The main Job Application Form asks for detailed information about you and your work history. The purpose of the form is to make sure that, as far as possible, applicants who might be at risk to children are not considered for appointment. The detail that is asked for complies with national guidance on safe recruitment procedures for appointments to schools.
- b) The Person Specification Form is the key document that is used for shortlisting and selection.

By separating the 2 parts, it is possible to avoid unlawful or unfair discrimination. These include discrimination on the grounds of sex, race, religion, disability, age and sexuality, but also discrimination for reasons that are not related to the ability to do the job.

You must complete all parts of the application form. CVs are not acceptable; neither is an application form that simply refers to an enclosed CV.

POST APPLIED FOR

This might have already been completed for you. If not, please complete yourself.

PERSONAL DETAILS

The information given here will be used to contact you and to identify you accurately when contacting referees. The information will not be used in the selection process.

PERMISSION TO WORK IN THE UK

Please complete this section and ensure that you are able to confirm that you have a legal right to work in the UK. You will also be asked to provide documentary evidence of this prior to commencing work. For further information, see www.jobs.cam.ac.uk/right/have/

CURRENT EMPLOYMENT

Please give us the details of your current employer. Complete this section also if you are employed in a voluntary capacity. If you are currently not in employment, then say so here.

PREVIOUS EMPLOYMENT

It is very important that you list your previous employment in chronological order. All employment, including self-employment, consultancy, part-time and temporary jobs and unpaid employment, must be included.

EDUCATION AND QUALIFICATIONS

Make sure that you give all of the information needed. This should include qualifications and training that, whilst not essential, are useful and relevant to the job.

PERIODS NOT ACCOUNTED FOR IN PREVIOUS SECTIONS SINCE AGE 18

Your application needs to give a complete picture of your working career, including periods when you were not in employment. In this section, you need to explain any gaps.

LEISURE INTERESTS

This is your opportunity to describe any interests or experiences that could be relevant to the post for which you are applying.

MEMBERSHIP OF PROFESSIONAL BODIES

Please give details of any memberships you may hold with professional bodies (e.g. Institute of Chartered Secretaries). Please also provide details of your involvement with these bodies.

TRAINING AND DEVELOPMENT

This is your opportunity to describe any training courses, seminars, special project and personal development courses that could be relevant to your application. You need also to mention how you have put these to use in your current and previous employment.

REFERENCES

Please provide two referees. References will be taken up before interview, so you need to be sure that your referees are willing and able to provide a reference. One of these must be your current or most recent employer.

The 'Status' of each referee would be, for example, 'current employer' or 'university tutor'. Each referee must be able to comment on your professional abilities.

Note that references from friends or relatives are not acceptable.

If you are not currently working with children but have done so in the past, the second referee should be the employer by whom you were most recently employed in work with children.

Referees will be asked about your suitability to work with children, past disciplinary actions or allegations excluding those that were deemed to be unfounded, unsubstantiated or malicious when assessing your application. If you are subsequently made a conditional offer of employment, further information may be sought about health and absences. We may approach previous employers who have not been identified by you as a referee and may seek further information from referees who have supplied a reference.

FROM WHICH SOURCE DID YOU LEARN OF THIS VACANCY?

Your answer to this will help us to identify how best to target applicants for similar posts in the future.

DECLARATION

We need to know if you have a close relationship with and/or are related to any employee, governor or anyone else connected to the school, in order to ensure a fair selection process.

If you are appointed, you will be required to complete a disclosure application, which will be sent to the Disclosure and Barring Service (DBS). The DBS will provide a report to you and to the Local Authority on whether you have any history of criminal convictions, including cautions and bind-overs. All posts in schools are exempt from the Rehabilitation of Offenders Act 1974; this means you must declare all convictions, including those that would normally be regarded as 'spent'. The existence of a criminal background does not automatically mean that you cannot be appointed but it may do so.

You must sign and date your application form to declare that all information is correct. If you send the completed form by email or submit the application online, you will be asked to sign the form at interview, if selected.

RETURNING COMPLETED APPLICATIONS

Check spelling and grammar carefully and ask a friend to proofread your completed application before you submit it. Complete your application online or return the form to the contact stated on the advertisement, keeping a copy for your records. Your completed application must be received before the closing date specified on the job advert.

OTHER INFORMATION RELEVANT TO YOUR APPLICATION

Health/medical details Successful applicants will be required to complete a confidential medical questionnaire and may be required to undergo a medical examination before their appointment is confirmed.

COMPLAINTS PROCEDURE

If you feel you have been unfairly treated, you have the right to complain. If you wish to complain, you should write to the Chair of Governors at the School and state why you think you have been treated unfairly. Any complaint should be made no later than 14 days after you are informed of the result of your application.