

## Guidance Notes for Applicants

### **How to apply**

To apply for this job, please send a completed application form plus any other supporting material by the closing date indicated on the covering letter, quoting the reference number.

Please ensure that your application fully addresses the appointment criteria set out in the person specification.

Type or write neatly in black ink, as this form will be photocopied.

Do not attach a CV as the school will not be consider it.

We want to ensure the recruitment process is accessible to disabled applicants, so if you would like us to make any arrangements in this respect please let us know.

We decide whether or not to interview you for a job from the information you give us on your application form. It is therefore important that you give us clear and relevant information and that you answer all the questions.

Continue on a separate sheet if you do not have enough room for your answers.

If you do not have access to a computer you can still fill in an application form, using the guidance notes below.

### **Completing your application form**

1. Before you start, carefully read the job description, person specification and any other information you have been sent.
2. The job description describes the main duties of the job (what you will be doing), and will give you a good idea whether or not you think you would like to do the role.
3. The person specification tells you the skills, knowledge and experience you need to be able to carry out the job. The person specification will highlight 'essential' criteria, which you must demonstrate as part of your application process.
4. We decide whether or not to interview you for a job from the information you give us on your application form. Therefore, it is vital that you give us clear and relevant information and that you answer all the questions. We cannot make assumptions about your experience, knowledge, skills and/or abilities.
5. You might want to do a rough draft of your answers first so that you can decide exactly what you want to say before you complete the form itself.
6. Remember that experience and skills can be gained in a number of ways, not only through paid employment.
7. Applicants will be assessed on how they meet requirements stated in the person specification. If you are not applying online, please type or write in black ink, as your form will be photocopied.
8. You should return your form to the address given, before the closing date. If you are successful at this stage you will be invited to attend an interview.

### **Education and Qualifications**

Please give details of your education history since the age of eleven, including college/university courses and any qualifications obtained. You will be asked to produce copies of relevant certificates confirming your qualifications prior to an offer of employment being confirmed.

### **Employment History**

Start with your present or most recent employer giving the title of your job and the dates you were employed, and then work backwards. You may also want to give details of any community, voluntary, or unpaid work you have undertaken. It is particularly important that you note any periods of unemployment, so that the Council can consider your full history in making employment decisions.

### **Training and Development**

Please include in this section any training courses or development activities you have been involved with or attended. These may be courses provided by your employer or events you have participated in outside of work.

### **The Person Specification**

The person specification is provided to help you in writing your application. It details the minimum experience, competencies and qualifications required to do a job. Where there are any physical requirements these are also given.

When using the person specification to prepare your application, you should think about how your own experience and skills match the criteria in the specification. Remember that the School recognises that experience and skills can be gained in a number of different ways, not only through full-time employment. Voluntary work, vacation work, and running a home can all lead to the development of skills and experience, which may be required for a particular job.

The person specification includes all the School's requirements for the post. Your application will be assessed to see if it meets these requirements. The person(s) appointed to the job(s) will be the one judged by the School as most suitable for the job, following interview and assessment.

You will be selected for interview solely on the basis of your written application, so please make sure you read the job description and person specification carefully.

### **Personal Statement - Knowledge and Abilities**

The personal statement is the most important part of the application form. It gives you the chance to show us why you would be suitable for a particular post, and is the main piece of evidence we use when short listing candidates. It is your opportunity to demonstrate that you have the skills and experience we are looking for.

When filling out this part of the application, it is very important that you read the person specification carefully. You must show how you meet each of the points (criteria) on the person specification by giving examples. Do keep answers concise though – aim to write a paragraph for each competency/selection criteria, and no more than two. Do mention any professional qualifications and knowledge of any relevant legislation and software. Voluntary and unpaid work can be used in addition to more formal experience.

### **The Rehabilitation of Offenders Act (1974) - Criminal Convictions**

This Act recognises the principle that people who have been convicted of an offence should not, as a result, be discriminated against for the rest of their lives and therefore it prohibits discrimination in employment within defined limits. Some posts are exempt from the Act and these include those involving work with children, the elderly, with persons suffering from serious illness, with people with disabilities and for certain professions where the highest integrity is expected including employment in finance, legal, medical and security services.

### **Posts exempt from the Act**

The post you are applying for is 'exempt' under the Act. You are required to provide details of **all** current (unspent) and 'spent' convictions or pending cases, cautions bindover orders, reprimands and final warnings including dates and sentences, on a separate piece of paper and enclose it in a separate envelope marked with the job reference, with your application form. You are also required to complete the declaration on the application form.

For those posts exempt from the Act which also involve substantial unsupervised access to children and vulnerable clients, the Council, under arrangements introduced for the protection of children and other vulnerable clients will check with the CRB Disclosure Service for existence and content of any criminal record of the successful applicant. Information received from the police will be kept

strictly confidential and will not debar you from appointment unless it is considered that the conviction renders you unsuitable for work with children, young people or any vulnerable clients, or it relates to any other offence which is deemed to make employment unsuitable. In making this decision the Council will consider the nature of the offence, how long ago and what age you were when it was committed and any other factors which may be relevant, including appropriate considerations in relation to the Council's Equal Opportunity Employment Policy. In such circumstances each applicant will receive written reasons.

Unspent convictions may be convictions for which the rehabilitation period has not been completed or convictions, which are exempt from the Act (i.e. never unspent).

Further information is available from the relevant manager or Human Resources Officer

**Please note:**

- Any information given will be kept confidential and will only be considered in relation to the job applied for.
- Failure to disclose cautions, convictions or charges pending court during the recruitment process will result in the withdrawal of a job offer. If undisclosed cautions, convictions or charges pending are discovered after employment commences, disciplinary action/dismissal could ensue.
- It is the responsibility of the applicant to check with the appropriate authorities if s/he is unsure if any convictions are exempt or not exempt or excluded from the Act.

**References**

You should provide details of two employment referees covering the last three years, one of whom should be your current or most recent employer. Please indicate if you do not wish them to be approached without your permission. **Friends or relatives must not be used as referees.**

References will be taken up prior to the interview process. If you have just left school or have recently obtained your professional qualification, you may want to give your (head) teacher or tutor's name. For all references please state in what capacity you know the referee, for example if they are your manager, previous line manager or tutor.

If you have not been employed before, please give details of teachers/lecturers who know you well enough to comment on your ability to do the job. Friends or relatives must not be used. Full employment histories may be verified as part of our vetting procedures in our on-going commitment to Safer Recruitment Practices.

**Equal Opportunities Monitoring**

Lambeth Council has an Equal Opportunities Employment Policy and we are committed to ensuring that within our recruitment practices, all sections of the community have equal access to the recruitment process. In order that we can check that our Policy is working we monitor our recruitment and employment information. We would appreciate it therefore if you would complete the monitoring form attached to the application form, so that we can keep track of how effective we have been at attracting and recruiting applicants from all sections of the community.

All information is confidential and will be treated separately from your application. It will be used for statistical purposes and workforce records only. Your co-operation in providing the information assists us in this process.

**What do we mean by disability?**

The Equality Act 2010 defines a disabled person as someone who has a physical or mental impairment which has a substantial and adverse long-term effect on his or her ability to carry out normal day-to-day activities.