



CARSHALTON BOYS SPORTS COLLEGE

Guidance notes on your application

These guidelines are designed to help you complete your application form effectively. Items are headed in this guidance to reflect the section headings on the application form.

GENERAL GUIDANCE

- Please complete the application form electronically or alternatively please write clearly (**in black ink**).
- Complete all sections of the form.
- If you are handwriting your application and there is insufficient space within a section, continue on a separate sheet (include your name and the job title you are applying for) and attach it to your application.
- We accept only fully completed application forms. (In line with Safeguarding best practice)
- Please sign and submit your Application Form to be received by the closing date shown within the relevant advert. Late applications will not be accepted.

PERSONAL DETAILS

Please provide all relevant contact methods. Email and mobile phone details are particularly helpful. Please tell us if you are a UK citizen or an overseas applicant with a visa/permit, stating whether you require further leave to remain in the UK.

EDUCATION, QUALIFICATIONS AND TRAINING

Tell us about the qualifications that you have obtained that are relevant to the post you are applying for, you can find a list of qualifications required for the post on the Person Specification section of the Job Description. Proof of qualifications will be required.

EMPLOYMENT HISTORY

You must provide a full chronological employment history and explain any gaps (e.g. travel, education, unemployment, raising family, volunteering). Include all jobs that you have had since leaving full time education, together with accurate dates (month & year).

STATEMENT OF SUITABILITY

Please read the job description and person specification carefully beforehand. Explain how your personal skills, experience, knowledge, qualifications, qualities, abilities or understanding meet each of the criteria set out in the Person Specification. Always remember to specify your own responsibilities. Focus on your achievements and transferable skills. This section will be used for short listing purposes and is your opportunity to maximise your chances of success!

REFERENCES

If you are offered the job, the offer will be made subject to the receipt of satisfactory references. We require two employment references which must include your current or most recent employer and in the case of Teachers, must be the Headteacher. If you have recently completed full-time education, one should be from your college or university. (Please note that open, verbal or copied references are not accepted). References will be taken up if you are shortlisted or before an offer of employment is made.

REHABILITATION OF OFFENDERS

Carshalton Boys Sports College is committed to safeguarding and promoting the welfare of children and expects all staff members to share this commitment. The post you are applying for is covered by the Rehabilitation of Offenders (Exceptions) Act 1974. If you have been convicted or have any spent convictions, you are expected to declare these on the Application Form and again at the Interview.

Should you be offered the job we are entitled, under arrangements introduced for the protection of children, to check for the existence of and details of any criminal convictions or pending prosecutions you may have, even if they would otherwise be regarded as "spent" under this Act, and any cautions and bind-overs. This process is called disclosure. You will be required to apply to the Disclosure and Barring Services (DBS) for an online disclosure at an Enhanced level. Once complete they will send us details of any criminal record and you will receive a copy of the completed check direct from the DBS. A disclosure check will not be made without your consent (please see Declaration on the application form), although you should be aware that refusal to give your consent could result in an offer of appointment being withdrawn.

The disclosure of a criminal record, or other information, will not debar you from appointment unless we consider that it makes you unsuitable for appointment. In making this decision we will consider the nature of the offence, how long ago, what age you were when it was committed and any other factors which may be relevant.

EQUAL OPPORTUNITIES POLICY

As an equal opportunities employer which celebrates diversity, we wholeheartedly support the principle of equal opportunities in employment and oppose all unlawful or unfair discrimination. No individual will receive less favourable treatment behaviour on the grounds of their colour, race, nationality, ethnic or national origin, gender, gender reassignment, marital or civil partnership status, sexual orientation, age, disability, religion or belief. Nor will they be disadvantaged by any other condition or requirement, which effectively discriminates and cannot be justified as necessary and effective in meeting business requirements.

OTHER INFORMATION

Carshalton Boys Sports College will only accept fully completed application forms. CV's may accompany your application however it is the information entered onto your application form which will be used when deciding who to shortlist.

INTERVIEWS

Carshalton Boys Sports College uses several selection methods to assess whether people meet the job criteria. We may ask you to take an ability test, do a presentation or other work related exercise. We will tell you before the interviews what method(s) we will be using for the post.

JOB OFFERS

If we offer you the job, it will be subject to references, health clearance and an Enhanced Clearance through the DBS. If your referees do not confirm what you have told us we may want to discuss this with you. We will also ask to see evidence of your qualifications if they are essential for the job.

We will ask you to complete a health questionnaire which we will send to our Occupational Health Department to ensure that you are fit to do the job we have offered. You may also be asked to have a health interview or medical examination.

FEEDBACK

We are keen to ensure equality of opportunity in our recruitment and selection process, If you wish to discuss why you were not selected for interview or for the job after interview please contact Joanne Long, HR Manager & Clerk to the Governing Body who will arrange for you to receive feedback.

If you are not satisfied or if you consider any unfair discrimination took place during the interview or the recruitment process, you should write to Joanne Long, HR Manager & Clerk to the Governors at the School within three working days of receipt of your rejection/selection outlining the nature of your complaint.

Thank you for your interest. We wish you every success with your application.