

## **GUIDANCE NOTES FOR NQTS**

Completing the application form is the first stage of the selection procedure. The information you provide in it is the only information we will use in deciding whether or not you will be shortlisted for an interview. It is, therefore, very important that you complete your application form accurately and as fully as possible, including all the information you think is relevant.

The following notes are designed to help you, particularly if you do not have experience of filling in application forms. All information you provide is confidential.

A curriculum vitae will not be accepted. However, if you are disabled and your disability means you cannot complete the application form easily, we are prepared to accept your details in some other format.

### **COMPLETING THE APPLICATION FORM**

Before you start, read carefully the 'IMPORTANT' INFORMATION SHEET, which is included in this pack.

You may find it useful to plan and organise your information before you attempt to complete the form.

If you need more space than is provided on the form then continue on a separate sheet. Put your name on each sheet and indicate on the application form how many sheets are attached and return everything /all to the address shown at the top of the application form.

#### **1. Personal Details**

Please complete fully using **block/capital letters** and **black ink**.

If you require a work permit and are offered a job, you will need to provide evidence that you have a Current (valid) permit. We ask successful applicants to supply an original birth certificate, passport and a valid national insurance number.

#### **2. Education Details**

Make sure you give all the information needed including dates and level of any examinations passed.

#### **3. Teaching Practice**

Make sure you list details of your teaching practices.

#### **4. Employer History**

Please start with your most recent employer. Include details of vacation posts and give exact dates. It is essential here that you include full details, with exact dates, of all your experience to assist us with your salary assessment.

## 5. Additional Information

This section of the application form is very important. It is where you make your case for the job!

**(a)** Read carefully the 'Important Information sheet' enclosed in the pack, which describes the key issues that should be addressed.

**(b)** Ensure that the information you provide is well organised, relevant and that you have covered the areas mentioned. You should show how and to what extent you have gained the skills and experience necessary for the post.

You will be assessed on whether you have demonstrated the necessary experience, Give specific examples of the work you have been involved in and write in a positive way, (e.g. **I was responsible for...I organised...**). Remember to give details of your responsibilities rather than those of your school or department. You can continue on a separate sheet of paper if necessary.

## 6. References

You should provide the names and the addresses of your ITT course Administrator and the Headteacher from your last teaching practice. The appropriateness and accuracy of references will be checked. You are also advised that any previous employer / School may be contacted to verify the details you provide.

### Rehabilitation of Offenders Act/Disclosure of Criminal Record

#### Exempt Posts

If you are applying for certain posts you must always declare any cautions, reprimands, final warnings, convictions and pending prosecutions even if they would otherwise be regarded as spent under the Rehabilitation of Offenders Act 1974 (amended 1986).

All teaching and support staff posts within schools are exempt from the provisions of the Rehabilitation of Offenders Act 1974. You are required to declare details of any cautions, reprimands, final warnings, convictions and pending prosecutions, it does not matter how long ago or what type of sentence you received. You must declare it.

All applicants are required to complete **both** this section of the application form **and** the enclosed Declaration of Criminal Record form even if they do not have a criminal record. Should you fail to do so your application will not be considered. The form should be completed in full, signed and placed in a separate sealed envelope with the following details written on the outside;- Private & Confidential, your name, position applied for & Ref No and date of application. The envelope should be returned with your completed application form. The content of the Declaration of Criminal Record form is only taken into account **after** both the shortlisting and interviewing processes have taken place. It is only the successful applicant's details that are considered. Other applicants' sealed envelopes are destroyed without being opened.

For successful applicants appointed to a position involving unsupervised access to children, we are also entitled, under arrangements introduced for the protection of children, to check with the Criminal Records Bureau for the existence and content of any criminal record and records of individuals unsuitable to work with children. If your application is successful you will be required to undergo an Enhanced Disclosure check through the Criminal Records Bureau. Any information received from the Bureau will be kept in strict confidence.

The disclosure of a criminal record will not debar you from appointment unless the selection panel consider that the record renders you unsuitable for appointment. In making this decision the panel will take into account 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 consideration in relation to the Council's Equal Opportunities policies.

**Failure to declare any cautions, reprimands, final warnings, convictions and pending prosecutions may disqualify you from appointment or result in a summary dismissal if the discrepancy comes to light at a later date.**

## **Equal Opportunities Policy Statement**

In the provision of services and the employment of staff, Haringey Council is committed to promoting equality of opportunity for everyone. Throughout its activities, the Council will treat all people equally and will ensure that no job applicant or employee receives less favourable treatment than another. The Council is committed to eliminating discrimination on the grounds of age, colour, disability, ethnic origin, gender, HIV status, marital status, nationality, national origins, race, religious beliefs, responsibility for dependants, sexuality or unrelated criminal conviction. It is the responsibility of every employee of the authority to uphold and implement this policy and the direct responsibility of management to manage and plan council services so as to realise this policy in keeping with council objectives.

## **Equal Opportunities Monitoring Form**

Monitoring of equality information in the recruitment and selection process is vital to our policy for equal opportunities within our workforce and for job applicants. It is also now a statutory requirement under the Race Relations (Amendment) Act 2000, which requires all public authorities to promote race equality. All applicants must therefore complete the monitoring form. The information on the form is only used to profile our recruitment and workforce and it is not possible to identify any particular individual from the data.

## **Declaration**

Finally, when you have completed your application, read through your form carefully, checking for errors or omissions.

Ensure that you read the declaration statement before signing and dating your completed application form. You may find it useful to keep a copy for yourself.

Make sure you send your application form (together with your completed Recruitment Monitoring and Declaration of Criminal Record Forms) well in advance of the closing date.

## **Shortlisting and Interview**

After the closing date, the application forms are read very carefully and the information you provide is matched against the requirements of the job. Those candidates whose applications most closely match the candidate specification will be invited to attend an interview.

The interview panel is normally made up of two headteachers who will ask the candidates a set of questions, which are agreed beforehand. The questions have been chosen to allow you to expand on your application and to show the panel the extent to which you meet the most important requirements of the post. You will have the opportunity to ask questions about the job, conditions of employment etc. The panel keeps a record of their assessment of each candidate so that the reasons for their decisions are clear, consistent and objective. If you are successful to the pool you will be notified in writing and your details will be added to the pool register, **(please note this is not an offer of employment)**. Your details will then be made available to headteachers who will contact you direct and arrange either a further formal or informal interview.

Applicants who are unsuccessful following an interview will be informed individually.

## **Complaints**

If you have any reason to believe that your application for employment or promotion with Haringey has not been fairly considered, and that there may have been direct or indirect discrimination on the ground of race, marital status or sex, etc, you are asked to write promptly to the Recruitment Strategy Team, 48 Station Road, Wood Green N22 7TY.

**We hope these guidance notes have 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.**