



Guidelines on Completing your Application Form

Thank you for your interest in applying for a post at Mayfield Primary School.

These guidelines are to help you understand how our processes work and how to fill in your application form as effective as possible. You are advised to read them before you start.

CV's **will not** be accepted. Please find an application form on our school website should you wish to download it. All information should be provided on the application form, although you may attach additional sheets if there is insufficient space on the relevant sections of the form. Selection will be made from this information only, statements such as “see previous application” or “refer to personal file” (if an internal applicant) will not be acted upon.

Mayfield Primary School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Making your application

Understanding the post

Information about the post can be found in the covering letter.

The job advertisement gives brief details about the post.

The job description gives the duties and accountabilities in more detail.

The criteria on the person specification show the knowledge, skills and experience you will require to be able to carry out the duties and responsibilities of the post.

All this information should give you a clearer idea of what the post is about, and you can then decide whether you want to submit an application.

The application form

How you complete the application form is very important, because short listing from this form is the first stage of the selection procedure. The information you give will be used to decide whether you will be invited to interview.

All applications from both internal and external candidate are considered against the criteria contained in the person specification.

Applicants must meet at least all the essential criteria contained in the person specification to be considered for interview for the job in question.

Evidence of essential criteria will be used for short listing purposes.

If you need to continue on a separate sheet for any of the sections please do so making sure that the additional information for each section is clearly headed eg “Training”

Please put your name on any additional sheets so that they can always be linked to the main application form.

Please explain any gaps in your employment history, if selected for interview you may be questioned about the gaps during your interview.

If you are applying for a teaching position please also include with your application form a letter of application, giving relevant details of your experience and information you feel relevant to the post.

Please send the completed application form to Mayfield Primary School, Warwick Road, Cambridge, CB4 3HN or email to office@mayfield.cambs.sch.uk

Qualifications

You will be required to provide evidence of your qualifications which are relevant to the post. Please bring the original with you on your interview day. Photocopies will not be accepted.

References

If you are in paid employment your current employer should be named as someone we can approach for a reference. References will be requested if you are invited to interview. If you do not wish your referee to be approached at this stage you should state this on your applications with reasons. No appointment will be made without two satisfactory references being received.

If you are related to a referee in any way – for example if you have formally been employed by a member of your family – you should make this clear on this form.

If you have not been employed before, you should give the name of someone who will be able to comment on your skills and abilities, such as a teacher or lecturer, or other professional person who is not a friend or relative. A second referee can be a family friend who will provide a character reference but the relationship should be stated.

You should ask permission from your proposed referees prior to naming them.

Criminal Investigation Bureau and References

Mayfield Primary School works in line with the DCSF guidelines “Safeguarding Children: Safer Recruitment and Selection in Education Settings” Should you be successful and invited for an interview you will be checked by the Disclosure and Barring Service and references will be requested, including whether a candidate has been involved in any disciplinary procedure relating to children, including those time expired and where the applicant has been subject to any child protection concerns. Any convictions including those spent must be declared.

Convictions and Disclosure

The Rehabilitation of Offenders Act 1974 gives individuals the right not to disclose details of old offences as they are deemed to be “spent”. However employers within schools are allowed to ask about these offences and you should declare them on your application form.

All posts will require a check on previous convictions (including those deemed to be spent) plus details of any cautions, reprimands or warnings.

Mayfield Primary School will follow the Disclosure and Barring Service Code of Practice concerning the use of information gained from the Disclosure and Barring Service, which ensures that sensitive personal information is handled and stored appropriately and is kept for only as long as necessary.

Equality of Opportunity

Mayfield Primary School is an equal opportunities employer and welcomes applications from groups currently under-represented in the workforce. It is essential that we monitor the effectiveness of our policy and to help us do this we appreciate your co-operation in completing all sections of the personal details form. This information will not be used when short listing and all information will be treated in the strictest confidence.

Mayfield Primary School is committed to DDA and will ensure interviews and post is accessible to disabled people.

Equality of Information

All applicants will receive the same information about the post. Visits to the school are always welcome. Please contact the School Business Manager to arrange a convenient time.

Recruitment & Selection Policy

The prime objective of the recruitment and selection policy is to recruit the most suitable person, amongst those available, for the vacancy. The Partnership Trust are committed to equality and seek to ensure that recruitment and selection practises reflect that. A copy of the Recruitment & Selection Policy is available on the school website.

Child Protection Policy and Guidelines

The Governors, Headteacher and all staff have a responsibility to safeguard and promote the welfare of the children in their care and to take steps to prevent children in their care from suffering ill treatment or neglect. Pupils Mayfield Primary School are particularly vulnerable as all have special needs, many experiencing difficulties in communication. A copy of the Safeguarding and Child Protection Policy and Guidelines are available on the school website.

Canvassing

Any sort of canvassing will lead to you automatically being disqualified. For example you must not ask an employee of the school to use their influence to help you get this post.

Right to Work

All employers must ensure that they only employ people who have a right to work in this country. Successful applications not currently employed by the council will have to produce either a P45 form their last employer a document from the Benefits Agency or Employment Services or any other appropriate official document before their first day of employment.

Late Applications

The completed application form must reach us by the time of the stated closing date. Late applications will not be considered. Please note: It is **your responsibility** to ensure that the school has received your application by the closing date indicated on the covering letter.

Recruitment files

Application forms and recruitment files are confidential documents and will only be seen by those who need to see them in order to recruit and select.

Offer of Employment

A member of the interview panel will telephone all those who were interviewed to advise them whether they were successful or not. The person who is offered employment will also receive the offer, subject to employment checks, in writing.

If appointed you will not be able to start your employment until references have been received, a DBS check including barred list check has been cleared and notification received from the Disclosure and Barring Service, pre-employment medical screening has been completed and a prohibition from teaching check has been cleared (if applicable).

Complaints Procedure

If you feel you have both been treated unfairly you can write to the Headteacher who will investigate your complaint in accordance with the employee or customer complaints procedures (copy available on school website). We will provide a written reply with any outcome following an investigation. Such complaints should normally be made within three months of the incident arising.

Please note that complaints can only be raised about the application of the recruitment and selection policy, not about the appointment decision.

Additional Paperwork

Included in the application pack will be:

Covering Letter

Job Description

Person Specification

Application Form