



APPLYING FOR A JOB AT BUCKINGHAM PRIMARY SCHOOL

Thank you for your recent enquiry about working in at Buckingham Primary School

These notes are intended to help you complete the enclosed application form and to provide you with general employment information.

How you complete your application form is of vital importance, as it provides the only information on which we base our decision as to whether you will be invited to interview.

If you have difficulty in completing or reading the form, please call the School who will be happy to help.

- Read all the information carefully before completing the form.
- The form needs to be legible.
- The form should be completed in black ink and in capital letters.
- CVs are not acceptable. They will not be considered.
- Read through each section of the application form carefully. Use these guidance notes as you complete the application form.
- Use additional sheets as necessary and make sure they are securely attached to your form.
- Information should be written in a concise, organised and positive way.
- Return your form to the School via post, by hand or by email to recruitment@bps.bucks.sch.uk by the closing date.
- If you are applying for more than one position, submit a separate completed application form for each one.

Vacancy

You should fill in the job title and the name of the school or location.

Personal Details

All applicants must complete this section. Please include a postcode in the full address box

Employment History

Please give specific details of your current or last position, your reason for leaving and a brief summary of the duties.

Previous Teaching Employment (for teaching applications only)

Please complete this section in date order, beginning with the most recent first and include any gaps in employment. Please list teaching positions only and include reasons for leaving.

Previous Non-Teaching Positions

Please complete this section in date order, beginning with the most recent first and include any gaps in employment and voluntary work. Please include reasons for leaving.

Teaching Posts Only

Please include GTC registration, Teacher Reference number, Induction year and date of QTS Award. Note: Trainee teachers e.g GTP, OTTs and Instructors are required to be provisionally registered with the GTC.

Qualifications and Training

As well as informing us about all the examinations you have passed and the awarding body, you should also include any relevant courses you have attended. If you are successful in being offered a position, you will be required to produce the original documents to verify all relevant qualifications stated on your application form and copies will be retained.

References

In order to comply with the Department for Education guidance on safer recruitment, applicants are requested to provide referees in line with the following guidance.

References will be sought on shortlisted candidates and previous employers may be contacted to verify previous experience or qualifications before interview. The referees you provide must cover the last five years of your employment history. Current or previous employers will be asked to provide details of disciplinary offences, salary, length of service, skills and abilities and suitability to work with children (this is not exhaustive). The school reserves the right to take up references from any of your previous employers. Any contact email addresses for referees must be business addresses and not personal email addresses.

For general appointments –

At least two satisfactory references must be received before we will confirm an offer of appointment; one must be from the Headteacher of your current or most recent School (or where this is your first School application, a reference from your current or most recent line manager) and one from your previous employer. If this is your first job, your School Teacher or College Tutor is acceptable. Please note that members of your family are not acceptable as referees.

For Headteacher appointments

Existing Headteachers or Acting Headteachers currently employed in a community or voluntary controlled School are required to provide:

One reference from the Chair of Governors of your current School.

One reference from your current Local Authority.

Existing Deputy Headteachers and others currently employed in any School are required to provide:

One reference from your current Headteacher.

One reference from your Chair of Governors.

Achievement, Qualities and Skills

This section is very important. It gives you the opportunity to explain why you are the best person for the job and why you are applying. You should think very carefully before completing this section of the form. Use the job profile as your guide and give specific examples, where possible. Do not

forget to outline experience you have gained outside work, including relevant experience gained prior to breaks in employment, as well as skills gained through voluntary and community work. If you have insufficient space, use an additional sheet of paper and fix it firmly to the application form.

For teaching posts a letter of application giving details of relevant experience must be attached to the application form.

Equality Act 2010

Under this Act, employers have a duty to make reasonable adjustments where, compared to a non-disabled person, a disabled person is substantially disadvantaged by either working arrangements (which include the recruitment process) or the working environment. You need to be aware that the duty to make reasonable adjustments will not apply unless we know that you have a disability.

The Act defines a disabled person in the following way: A disabled person is anyone who has had a *physical or mental impairment*, which has a *substantial and long-term effect* on their ability to carry out *normal day-to-day activities*.

Impairment - a physical impairment includes sensory impairments e.g. blindness or deafness; mental impairment includes learning disabilities and any mental illness which is clinically well recognised.

Substantial - the impairment has to have more than a minor effect on the time it takes to carry out an activity or on the manner in which the activity is carried out.

Long term - the impairment must have lasted, or be expected to last, at least 12 months after the first occurrence.

Normal day-to-day activities - this covers manual dexterity, physical co-ordination, ability to lift or move everyday objects, speech, hearing, eyesight, memory or ability to learn, concentrate or understand perception of risk.

Immigration, Asylum and Nationality Act 2006

Under the Immigration, Asylum and Nationality Act 2006, we can only offer you a job if you have the right to live and work in the United Kingdom. You will therefore be requested to produce appropriate documentation.

Additional Information

Please ensure that you complete this section.

Disclosure of Criminal Convictions

The post for which the application applies is considered exempt by virtue of the Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975. You are therefore required to disclose details of all criminal convictions, cautions, warnings and reprimands including motor vehicle related offences (but not fixed penalty speeding offences), including convictions that would otherwise be considered 'spent'. Any information given about convictions will be completely confidential and will be considered only in relation to this or a similar position within the School. If you do not disclose this information it could lead to your application being rejected, or if you are appointed may lead to your dismissal. If between completion of this application form and taking up a job within the School you

are convicted of a criminal offence you must inform the School of this immediately. A conviction will not necessarily bar you from obtaining employment. If you are aware of any Police enquiries undertaken following allegations made against you which may have a bearing on your suitability for this post, you should declare this immediately.

Declaration

It is essential that you read and sign the declaration paragraph. If you send in your application form electronically you will be required to sign the declaration should you be called for interview.

Application Return Details

Return your form to the School, for the attention of the Business Manager, via post, by hand or by email to recruitment@bps.bucks.sch.uk by the closing date.

Equalities Monitoring Form

Buckinghamshire County Council operates an Equalities Policy and we need to continually monitor our recruitment and selection process to ensure that unfair discrimination is not taking place in recruitment. To help us to ensure that our Equalities Policy is fully and fairly implemented (and for no other reason), you are asked to complete the monitoring form attached to the application form. The monitoring form will be detached by the School and will not be seen by any of the shortlisting panel.

Safer Recruitment

The following pre-employment checks will be undertaken if you are successful in your application:

- Two written references (minimum)
- Candidate's identity
- DBS Enhanced disclosure
- Medical fitness
- Qualifications
- Professional status where required e.g. GTC registration, QTS status
- Right to work in the UK
- (for Teaching posts) Verification of successful completion of statutory induction period (applies to those who obtained QTS after 7 May 1999)
- Social media/internet searches

Equalities

Buckinghamshire County Council is an equal opportunities employer. The aims of the Equalities Policy are to ensure that no job applicant or employee receives less favourable treatment on the grounds of race, colour or nationality, gender, sexual orientation, marital status, age, religion or any disability, nor is disadvantaged by conditions or requirements which cannot be shown to be justifiable.

Selection criteria and procedures will frequently be reviewed to ensure that individuals are selected, promoted and treated on the basis of their relevant merits and abilities. All employees will be given equal access to training and development opportunities and, where appropriate, special training to

progress within the organisation. The Council is committed to a programme of positive action to make this policy fully effective.

Employees will be afforded equal opportunities in employment irrespective of race, colour or nationality, gender, sexual orientation, marital status, age, religion, disability or number of hours worked.