



### **Guidance and information for applicants**

- CVs are not accepted and will not be read by the shortlisting panel.
- Please read the advertisement and JD/Person Spec before completing the application form to ensure you have the experience/skills to do the job effectively to a high standard.
- Set out clearly how you meet each of the criteria in the Person Specification; numbering your paragraphs to match each criteria.
- It is not sufficient to just state that you have the experience/skills etc; you must give examples of **how** you meet each criteria.
- Use short sentences and paragraphs, avoiding jargon and repetition.

For example:

If a criterion for an office job was 'Extensive experience of spreadsheets.'

A poor answer would be – I have extensive experience of spreadsheets or I use spreadsheets most days.

A better answer would be – I use spreadsheets on a daily basis to collate attendance data, for finance reports, and to forecast future budgets. I create complex spreadsheet calculations and have experience of training office juniors.

### **Details of referees**

- One referee should be your current or most recent employer. If you are not currently working with children but have done so in the past, a reference will be required from the employer by whom you were most recently employed in work with children.
- The school will seek references on all short-listed candidates; and may approach previous employers for information to verify particular experience of qualifications, before the interview.
- If you are currently working with children, on a paid or voluntary basis, your current employer will be asked about disciplinary offences relating to children, including any penalty which is time expired and whether you have been the subject of any child protection concerns, and if so, the outcome of the enquiry or disciplinary procedure. If you are not currently working with children but have done so in the past, the relevant previous employer will be asked about those issues.
- Referees must be in a professional capacity; references from relatives or friends writing solely in the capacity of friends will not be accepted.

### **Check**

- Before submitting your forms please check that every section has been completed; both the main form and the disability form.
- Check that your contact details are correct; most recruitment communication will be via email.
- Re-read your form to check for spelling and grammar errors.
- Keep a copy.

### **Please note**

- You are reminded that this is an application form for a post in a Church of England Voluntary Aided school. The Governing Body is the employer. The contract of the successful candidate will include the following or similar clause:
  - As an employee at a Church of England school you are required to have regard to the Christian character of the school and its Foundation and to undertake not to do anything in any way contrary to the interests of the Foundation.
- You do not have to be Christian to apply and work at St.John's but would be expected to support and encourage our ethos.
- The successful applicant will be required to provide an Enhanced Disclosure (DBS).
- All offers of appointment are subject to satisfactory references and medical clearances and you may be asked to attend a medical examination.