



Peponi Schools



Guidance Notes for Applicants

The application form is an important part of Peponi Schools' recruitment process. The information you provide on the application form enables us to decide whether or not you are shortlisted for interview and is also used as the basis for the interview itself.

The vacancy advertisement outlines the main duties of the post and the essential criteria for the post. The application form is the only information we use to shortlist candidates. CV's do not meet our requirements and will not be considered.

Some general tips on completing application forms:

- ✓ fill in all the sections of the form as fully as possible
- ✓ read the job description carefully before completing the form
- ✓ draft your application before completing the form
- ✓ keep a copy of your application form for your own records

Completing the Application Form

1. Job Details

- The job details will have been included in the advertisement for the post.

2. Personal Details

- The information in this section will only be seen and used by those involved in the recruitment process. If you are appointed it will also form the basis of all personal records.
- Your date of birth is required to validate your identity and is included on the application form in accordance with the Safeguarding Children and Safer Recruitment in Education guidance.

3. Education and Qualifications

- Qualifications will only be taken into account if they are strictly required for the post.
- We don't expect you to list every exam taken with the level you achieved. For example, if you have GCSE's or A' Levels tell us the total number you attained.
- If you have gained qualifications overseas which you feel are relevant, please give us the details and we will check (if we need to) whether or not they are valid.
- If you are invited for interview you will be asked to produce proof of any relevant qualification(s) e.g. your certificate(s).

4. Training and/ or Membership of Professional Bodies

- Include details of any professional membership, i.e. QTLS and how this was obtained, e.g. examination, nomination or experience.

5. Present Employment

- If your present, or most recent employment was voluntary, or if you were self-employed, please include the details in this section.

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6. Previous Employment

- This section tells us about your previous employment record. Please include all jobs whether full time/ temporary/ part time/ voluntary or any periods of self-employment.
- Employment dates should be continuous. If you have had any gaps in employment, please tell us why; e.g. a career break, a period of studying, caring for children, unemployment, etc.

7. Questionnaire: Skills, Abilities, Knowledge & Experience Relevant to the Post

- **This is the most important part of the form as it gives you the opportunity to tell us about your skills, abilities, knowledge and experience.**
- The Person Specification lists the essential criteria needed to do the job - by 'criteria' we mean the knowledge, skills, abilities and experience.
- The information you give in this section must tell us **how** you meet the essential criteria in the person specification, for example what you have done, when you did it, how long for, etc.
- Use the criteria in the person specification as headings for your response and give examples which describe your skills, knowledge and experience. When addressing the criteria, please do not only repeat what the person specification states, but give clear examples of how your skills, abilities, knowledge or experience are relevant to the criteria.
- Think about how you gained your knowledge, skills and experience was it through work or through voluntary work, community work, college or school based projects, leisure interests, job clubs, home life, or a training courses?

8. References

- You must give details of **TWO** referees who can give us an assessment of your suitability for the post. Personal references are not acceptable. Also, check in advance with your referees that they are happy to be contacted for a reference.
- If currently employed, one of your referees must be your current employer.
- If currently unemployed, one of your referees should be your most recent employer. Otherwise, could your job adviser, or a tutor/trainer (if you have recently undertaken training) act as a referee?
- You must include a reference from a previous employer where you have worked with children.
- If you are at school/college/university or have recently left, please give the name of your teacher/lecturer/course tutor.
- References will be taken up at the shortlisting stage. Please note that job offers will not be made until receipt of two references which are satisfactory to the School.