

THE LINK DAY SCHOOLS

GUIDANCE NOTES FOR COMPLETING YOUR APPLICATION FORM

INTRODUCTION

The application form should be completed in black ink.

Use extra sheets of paper if you need to.

The job description and person specification are enclosed. The person specification is a list of the skills, knowledge and experience and/or qualifications which the job needs.

Selection for interview will depend on the information contained in your application form. Please take your time and fill it in fully giving details and examples of what you have done as supporting evidence.

EDUCATION, QUALIFICATIONS AND TRAINING

The person specification may ask for specific qualifications and training. List the relevant qualifications or courses you have done.

WORK EXPERIENCE

Your work history may include periods of unpaid and voluntary work as well as paid employment. Please give exact dates where possible.

STATEMENT OF SUITABILITY

This section is your opportunity to show us that you meet the person specification.

Take each item on the person specification and give details of your skills, knowledge and experience.

Give specific examples describing what you have done which proves your experience/ability rather than just a simple statement saying 'can do this'.

Remember to include experiences in previous work and relevant experience outside of paid work such as that gained at home, in the community or through voluntary/leisure/college activities.

Where length of experience is specified make sure you give us correct dates, as this information will be needed to check you meet the experience requirements.

If you have any questions regarding the application form please contact: –
Joe Pearson, The Link Secondary School. Telephone 020 8688 7691.

CRIMINAL CONVICTIONS AND REHABILITATION OF OFFENDERS

Because of the nature of the work for which you are applying, this post is exempt from the provision of Section 4 (2) of the Rehabilitation of Offenders Act 1974. Applicants are not entitled to withhold information about convictions which for other purposes are "spent" under provisions of the Act and, in the event of employment, any failure to disclose such convictions could result in dismissal or disciplinary action by the Company.

RIGHT TO WORK

We will not appoint you until we have seen evidence that you are eligible to work in this country.

OTHER INFORMATION

You may have already prepared a CV and want to send this instead of answering the statement of suitability. You may send it but you must also complete the statement, as a CV does not usually describe your skills and abilities fully. It is unlikely that shortlisters will be able to find enough evidence in a CV alone.

INTERVIEWS

We use several selection methods to assess whether people meet the job criteria. We may ask you to take an ability test, do a presentation or other work related exercise. We will tell you before the interviews what method(s) we will be using for the post. At interview we will ask you questions related to the person specification.

JOB OFFERS

If we offer you the job, it will be subject to references, health clearance and Criminal Records Bureau clearance. If your referees do not confirm what you have told us we may want to discuss this with you. We will also ask to see evidence of your qualifications if they are essential for the job.

We will ask you to complete a health questionnaire to ensure that you are fit to do the job we have offered. You may also be asked to have a health interview or medical examination.

FEEDBACK

We are keen to ensure equality of opportunity in our recruitment and selection process. If you wish to discuss why you were not selected for interview or for the job after interview please contact the school secretary who will arrange for you to receive feedback.

If you are still not satisfied or if you consider any unfair discrimination took place during the interview or the recruitment process, you should write to the Clerk to the Governors at the School within three working days of receipt of your rejection/selection outlining the nature of your complaint.

CA10/04