



THE HEREFORD ACADEMY

GUIDANCE FOR COMPLETING YOUR APPLICATION

Please use the following guidance notes to help complete your application. If you should need more space in any section, use a continuation sheet.

If you need help to understand the guidance or the form, or require it in a different format or language, please contact The Hereford Academy on 01432 355213 or email admin@theherefordacademy.org.uk

1. Personal Information

Please complete your name, address and contact details and let us know how you would like us to contact you.

Please provide the contact details of two referees, one of whom should preferably be your current or most recent employer. If you are an NQT you should ask your ITT tutor and your mentor from your last school placement. Supply teachers should ask the Headteacher of schools they have recently worked in. We will only approach referees with your agreement.

2. Employment History

You should provide details of your employment history starting with your current or most recent employer. You can include any voluntary or unpaid work that you may have done, that is relevant to the role.

3. Education and Qualifications

Give full details of relevant educational, technical and professional qualifications, with subject area and attainment levels/grades. If you have an overseas qualification, state the country awarding the qualification and, if possible, UK equivalent. All teachers must be members of the General Teaching Council (England).

4. Personal Development

Give details of relevant personal development. This could be formal courses, informal development such as mentoring other people or coaching.

You should also include here membership of any relevant professional bodies/associations, with membership level.

5. Eligibility to work in the UK

Please state here if there are any restrictions to your eligibility to work in the United Kingdom. The Hereford Academy will require successful applicants to provide proof of eligibility to work in the UK and proof of address as part of the pre-employment checks. This involves at least three original documents such as passport, birth certificate, marriage certificate, driving license, utility bill.

6. Criminal Records Bureau Disclosures

If you have been convicted of any offence, you must disclose it, unless it is 'spent' under the Rehabilitation of Offenders Act 1974. However, having a criminal record will not necessarily bar you from employment with The Hereford Academy. Any information revealed here or as a result of a Disclosure will be considered in light of the responsibilities of the post. As the post you are applying for is in a school you **MUST** state any convictions, bind over orders, or cautions, whether current or spent. In the event of employment, any failure to disclose these and/or pending investigations could result in disciplinary action and/or dismissal. All posts with access to children will be subject to a Criminal Records Bureau Disclosure.

7. Job Sharing

The Hereford Academy provides flexibility in the workplace and encourages effective work and life balance. If you are applying as a job sharer, this will be given full consideration, in respect of the requirements of the job.

8. Disability

The Hereford Academy is positive about the employment of people with a disability and is a 'two ticks' symbol user. This means all applicants who have a disability and meet the requirements of the job will be guaranteed an interview. You should tick 'yes' to this question in your application, if you consider you have a disability, long-term limiting illness or health problem (12 months or more), or since 2005, a diagnosed condition that may affect ability to carry out normal day to day activities.

If you are invited for interview, please inform the The Hereford Academy of any requirements you may have for the interview. You will be asked about this in the letter setting out the interview arrangements.

9. Relevant Skills, Knowledge and Experience

You will be invited for the selection stage (usually interview), based in the main, on the information you provide in this part of the application form. It is essential that you state in the application form **how** your skills, knowledge and experience meet all the requirements of the person specification.

10. Data Protection

The Hereford Academy takes its responsibility for Data Protection seriously and fully complies with Data Protection Act 1998. It follows the Code of Practice for Data Protection in Recruitment and Selection. All information given in your application will be treated in the strictest confidence. If you are appointed, the application details will be kept in a personal file and may be held electronically for the purpose of employment record. If your application is unsuccessful, your details will be kept for 6 months and will then be securely destroyed.

11. Declaration

You are asked to sign your application as an accurate and true record. If you provide misleading or false information, this may result in you being disqualified from appointment, or dismissed. If you apply on line, you will be asked to sign your application as part of the pre-employment checks.

12. Equality of opportunity

The Hereford Academy endeavours to eliminate all unfair discrimination, both direct and indirect, against everyone regardless of individual circumstances in the promotion of services and in employment.

The Hereford Academy aims to ensure people are selected on their ability to perform the job. To help us ensure that our equal opportunities policy is fully and fairly implemented please complete the monitoring form enclosed with the application form. This information is not used for shortlisting purposes or decisions to appoint. It is used for statistical monitoring purposes only. If appointed this information will form part of your personal record. Please note that The Hereford Academy's normal retirement age is 65.

13. General advice

You need to make sure you fully address the requirements of the person specification in your application. Make sure to give examples of how you have used your skills, knowledge and understanding/experience against the person specification requirements.

Your application will be assessed against what you put in the application form, compared with the person specification requirements.