**Guidance notes on your application**

These guidelines are designed to help you complete your application form effectively.  Items are headed in this guidance to reflect the section headings on the application form.

**GENERAL GUIDANCE**

* Please complete the application form electronically
* If you must complete in writing, please write clearly **in black ink**.
* Complete all sections of the form.
* If you are handwriting your application and there is insufficient space within a section, continue on a separate sheet (include your name and the job title you are applying for) and attach it to your application.
* We accept only fully completed application forms. (In line with Safeguarding best practice)
* Please sign and submit your Application Form to be received by the closing date shown within the relevant advert. Late applications will not be accepted.

**PERSONAL DETAILS**

Please provide all relevant contact methods. Email and mobile phone details are particularly helpful. Please tell us if you are a UK citizen or an overseas applicant with a visa/permit, stating whether you require further leave to remain in the UK. Please do not leave any section blank.

**EDUCATION, QUALIFICATIONS AND TRAINING**

Tell us about the qualifications that you have obtained that are relevant to the post you are applying for, you can find a list of qualifications required for the post on the Person Specification section of the Job Description**.** Please note that you need to provide originals or certified copies of relevant certificates.

**EMPLOYMENT HISTORY**

You must provide a full chronological employment history and explain any gaps (e.g. travel, education, unemployment, raising family, volunteering).  Include all jobs that you have had since leaving full time education, together with accurate dates (month & year).

**STATEMENT OF SUITABILITY**

Please read the job description and person specification carefully beforehand. Explain how your personal skills, experience, knowledge, qualifications, qualities, abilities or understanding meet each of the criteria set out in the Person Specification. Always remember to specify your own responsibilities. Focus on your achievements and transferable skills. This section will be used for short listing purposes and is your opportunity to maximise your chances of success!

**REFERENCES**

If you are offered the job, the offer will be made subject to the receipt of satisfactory references. We require two employment references which must include your current or most recent employer and in the case of Teachers, must be the Headteacher. If you have recently completed full-time education, one should be from your college or university. (Please note that open, verbal or copied references are not accepted). References will be taken up if you are shortlisted or before an offer of employment is made.

**REHABILITATION OF OFFENDERS**

The amendments to the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013 and 2020) provides that when applying for certain jobs and activities, certain convictions and cautions are considered ‘protected’. This means that they do not need to be disclosed to employers, and if they are disclosed, employers cannot take them into account.

CBSC complies fully with the Code of Practice and undertakes to treat all applicants for positions fairly. CBSC undertakes not to discriminate unfairly against any subject of a Disclosure on the basis of conviction or other information revealed.

All applicants called for an interview are encouraged to provide their criminal record at an early stage in the process. This information should be sent under separate, confidential, cover to the HR Manager, who guarantees that this information is only seen by those who need to see it as part of the recruitment process.

 At interview, or in a separate discussion, CBSC will ensure that an open and measured discussion takes place on the subject of any offences or other matter that might be relevant to the position. Failure to reveal information that is directly relevant to the position sought could lead to withdrawal of an offer of employment.

If your application is successful, this self-disclosure information will be checked against information from the Disclosure & Barring Service before your appointment is confirmed. Having a criminal record will not necessarily prevent you from taking up appointment; it will depend on the nature of the offences and their relevance to the post you are applying for. However, should you NOT declare an offence that is subsequently revealed, e.g. through the DBS check, then this may place your appointment in jeopardy.

**EQUAL OPPORTUNITIES POLICY**

CBSC is committed to a zero tolerance policy in relation to less favourable treatment on the grounds of any protected characteristic under The Equality Act 2010.

As an equal opportunities employer, which celebrates diversity, we wholeheartedly support the principle of equal opportunities in employment and oppose all unlawful or unfair discrimination.

No individual will receive less favourable treatment behaviour on the grounds of age, gender, disability, Gender identity or reassignment, Marriage and civil partnership, Pregnancy and maternity, Race and ethnic origin, including colour, Religion or belief and Sexual orientation. Nor will they be disadvantaged by any other condition or requirement, which effectively discriminates and cannot be justified as necessary and effective in meeting business requirements.

**OTHER INFORMATION**

CBSC will only accept fully completed application forms. CV’s may accompany your application however it is the information entered onto your application form which will be used when deciding who to shortlist.

**INTERVIEWS**

CBSC uses several selection methods to assess whether people meet the job criteria. Selection techniques will be determined by the nature and duties of the vacant post, such as; Lesson Observations, Testing ability or knowledge by work based tests, Practical exercises, Paper-based ability or knowledge tests, In-tray exercises, Presentations or

Work placement assessments. We will tell you before the interviews what method(s) we will be using for the post.

**JOB OFFERS**

If we offer you the job, it will be subject to satisfactory references, verification of qualifications, right to work in the UK, health clearance, satisfactory basic internet check and an Enhanced DBS disclosure. 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 which we will send to our Occupational Health Department 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 Joanne Long, HR Manager & Clerk to the Trust Board who will arrange for you to receive feedback.

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

**Thank you for your interest. We wish you every success with your application.**