HARINGEY COUNCIL

GUIDANCE NOTES FOR SUPPORT STAFF

Completing the application form is the first stage of the selection procedure. The information you provide in it is the only information we will use in deciding whether or not you will be shortlisted for an interview. It is, therefore, very important that you complete your application form accurately and as fully as possible, including all the information you think is relevant.

The following notes are designed to help you, particularly if you do not have experience of filling in application forms. All information you provide is confidential.

The application form may be photocopied. Please type or write clearly using black ink.
A curriculum vitae will not be accepted. However, if you are disabled and your disability means you cannot complete the application form easily, we are prepared to accept your details in some other suitable medium. Please note that applications received after the published closing date will not be considered.

COMPLETING THE APPLICATION FORM

Before you start, read carefully the job description and candidate specification, which have been sent to you along with the application form.

The Job Description describes the main duties and responsibilities of the job.

The Candidate Specification describes the necessary criteria – i.e. skills, knowledge, experience and qualifications – that are needed to do the job. You will need to have all the essential criteria, and it is an advantage to have some or all of the desirable/useful criteria.

You may find it useful to complete a draft in pencil or to make some notes first. Fill in all sections of the form – you do not have to fill up all the space given. However, if you need more space, continue on a separate sheet. Put your name on each sheet and indicate on the application form how many sheets are attached. Read your completed form through carefully to check for any mistakes. Return to the address shown at the top of the application form.

SECTION 1

Personal Details

Please complete fully using **block capital letters** and **black ink.**

If your application is successful you will be required to provide proof of your eligibility to work in the UK i.e. work permit, visa, leave to remain etc. Usually we ask successful applicants to produce their current valid Passport, Birth Certificate (long version) and proof of National Insurance number.

SECTION 2

Present or Most Recent employment (if any)

Give an outline of your main duties and responsibilities. You can provide further details in section 6 Statement in support of application.

SECTION 3

Previous Employment/Work Experience

It is essential here that you include all relevant work experience that you have had. This should include any part-time or temporary jobs or work undertaken on a voluntary basis, particularly if you have not been employed before.

Outlining your previous work experience or other responsibilities may help you recall knowledge and skills that you have taken for granted which are a clear sign of your ability to do the job. Continue on a separate sheet if necessary.

SECTION 4

Education and Qualifications (since age 11)

Make sure you give all the information needed including dates and level of any examinations passed. If shortlisted, you may be required to provide evidence of your qualifications.

SECTION 5

Training Courses Attended if Relevant

Mention any short courses that you have attended, including dates, that are particularly relevant to the job you are applying for.

SECTION 6

Statement in support of application

(a) Read carefully the advertisement, the job description and the candidate specification, which describes the necessary skills, experience and qualifications we are looking for.

(b) You will be assessed on whether you have demonstrated the necessary experience, qualifications and ability to carry out the duties as outlined in the candidate specification. This may be from your current or previous job, or from community or voluntary work, particularly if you have not been employed on a full-time basis before, or have been out of paid employment for a long time.

For example, you may have considerable domestic responsibilities, or may organise social or community activities in your spare time.

(c) Ensure that the information you provide is well organised, relevant and that you have covered everything in the candidate specification. You should show how and to what extent you have gained the skills and experience necessary for the post. Give specific examples of the work you have been involved in and write in a positive way, (e.g. ***I was responsible for…I organised…)***. Remember to give details of **your** responsibilities rather than those of your section. You can continue on a separate sheet of paper if necessary.

SECTION 7

References

You should provide the names and the addresses of the people who know you and who are able to comment on your suitability for the post. One of these should be your current or most recent employer. If you are a school or college leaver, give your head-teacher's or your tutor's name. It is always advisable to make sure that your referees know you have used their names before we contact them.

If you have ticked the box on the application form indicating you do not want references taken up prior to interview, we will only contact your referees after you have been interviewed. The appropriateness and accuracy of references will be checked. You are also advised that <u>any</u> previous employer may be contacted to verify the details you provide.

Rehabilitation of Offenders Act/Disclosure of Criminal Record

If you are applying for certain posts you must always declare any cautions, reprimands, final warnings, convictions or pending prosecutions, even if they would otherwise be regarded as spent under the Rehabilitation of Offenders Act 1974 (amended 1986).

All teaching and support staff posts within schools are exempt from the provisions of the Rehabilitation of Offenders Act 1974. You are required to declare details of any cautions, reprimands, final warnings, convictions or pending prosecutions, it does not matter how long ago or what type of sentence you received. You must declare it.

All applicants are required to complete **both** this section of the application form **and** the enclosed Declaration of Criminal Record form even if they do not have a criminal record. Should you fail to do so your application will not be considered. The form should be completed in full, signed and placed in a separate sealed envelope with the following details written on the outside;- Private & Confidential, your name, position applied for & Ref No and date of application. The envelope should be returned with your completed application form. The content of the Declaration of Criminal Record form is only taken into account **after** both the shortlisting and interviewing processes have taken place. It is only the successful applicant's details that are considered. Other applicants' sealed envelopes are destroyed without being opened.

For successful applicants appointed to a position involving unsupervised access to children, we are also entitled, under arrangements introduced for the protection of children, to check with the Criminal Records Bureau for the existence and content of any criminal record and records of individuals unsuitable to work with children. If your application is successful you will be required to undergo an Enhanced Disclosure check through the Criminal Records Bureau. Any information received from the Bureau will be kept in strict confidence.

The disclosure of a criminal record will not debar you from appointment unless the selection panel consider that the record renders you unsuitable for appointment. In making this decision the panel will take into account the nature of the offence, how long ago and what age you were when it was committed, and any other factors which may be relevant, including appropriate consideration in relation to the Council's Equal Opportunities policies.

Failure to declare any cautions, reprimands, final warnings, convictions or pending prosecutions may disqualify you from appointment or result in a summary dismissal if the discrepancy comes to light at a later date.

Equal Opportunities Policy Statement

In the provision of services and the employment of staff, Haringey Council is committed to promoting equality of opportunity for everyone. Throughout its activities, the Council will treat all people equally and will ensure that no job applicant or employee receives less favourable treatment than another. The Council is committed to eliminating discrimination on the grounds of age, colour, disability, ethnic origin, gender, HIV status, marital status, nationality, national origins, race, religious beliefs, responsibility for dependants, sexuality or unrelated criminal conviction. It is the responsibility of every employee of the authority to uphold and implement this policy and the direct responsibility of management to manage and plan council services so as to realise this policy in keeping with council objectives.

Equal Opportunities Monitoring Form

Monitoring of equality information in the recruitment and selection process is vital to our policy for equal opportunities within our workforce and for job applicants. It is also now a statutory requirement under the Race Relations (Amendment) Act 2000, which requires all public authorities to promote race equality. All applicants must therefore complete the Recruitment Monitoring form. The information on the form is only used to profile our recruitment and workforce and it is not possible to identify any particular individual from the data.

Declaration

Finally, when you have completed your application, read through your form carefully, checking for errors or omissions.

Ensure that you read the declaration statement before signing and dating your completed application form. You may find it useful to keep a copy for yourself.

Make sure you send your application form (together with your completed Recruitment Monitoring and Declaration of Criminal Record Forms) well in advance of the closing date.

Shortlisting and Interviews

After the closing date, the application forms are read very carefully and the information you provide is matched against the requirements to do the job well. Those candidates whose applications most closely match the candidate specification will be invited to attend an interview. Unfortunately, for reasons of economy, it may not be possible to inform individuals if they have been unsuccessful with their application, even if a stamped addressed envelope has been provided. Generally, if you have not heard from us within 28 days of the closing date for the post, you should assume you have not been successful in your application.

The interview panel is normally made up of three to four people who will ask the candidates a set of questions, which are agreed beforehand. The questions have been chosen to allow you to expand on your application and to show the panel the extent to which you meet the most important requirements of the post. You will have the opportunity to ask questions about the job, conditions of employment etc. The panel keeps a record of their assessment of each candidate so that the reasons for their decisions are clear, consistent and objective. You should not be worried, therefore, by the panel taking notes. Applicants who are unsuccessful following an interview will be informed individually.

Complaints

If you have any reason to believe that your application for employment or promotion with Haringey has not been fairly considered, and that there may have been direct or indirect discrimination on the ground of race, marital status or sex, etc, you are asked to write promptly to the chair of the Governing Body at the school.

We hope these guidance notes have been helpful and we wish you luck with your application. If you are not successful this time, please do not be discouraged. Your skills and experience may be what we need for our next vacancy. Always pay particular attention to the candidate specification and remember, **the most important thing is for you to tell us about yourself –** we are unable to guess or make assumptions.