

GUIDANCE TO COMPLETING YOUR APPLICATION

Yateley School & Sixth Form are working towards Equal Opportunities and considers all applications solely on their merits and suitability for the post applied for

Stage 1 – Application Pack and Completing the Application form

Included in the application pack that you have received are the following:

- **Job Description/Role Profile:** The job description contains details about the duties that you will be expected to undertake in the role and identifies the criteria which are required to carry out the post you are applying for.
- **Application Form:** Provides us with all the information required about your skills, qualifications, career history and reasons for applying.

Guidance notes for completing the application form:

- All Applicants including internal staff should fill out each part of the form as fully as possible.
- It is important that you thoroughly read the Job Description and to explain on your application how your knowledge, skills and experience meet the requirements of the post. This can be carried out by giving evidence and examples of these points in the 'Reasons for Applying/Supporting Information' section, additional sheets can be attached if necessary. If you do not address the essential elements of the Job Description on your application this may result in you not being shortlisted for interview.
- Remember you can provide evidence from outside of the working environment if it is relevant.
- The information contained in your application form is used to match against the relevant criteria for the post. This process is called short listing. **Please note we can only carry out the short listing on what is clearly stated on your application form, we cannot make any assumptions.**
- Ensure that a complete employment history is given. Giving dates of career breaks due to family or travelling.

Please note that it is important that you complete the section of the Application Form and declare whether there is a requirement for you to have a work permit as any failure to do so will invalidate your application.

Stage 2 – Short listing and Invitation to Interview

- **Short listing** – The application form will be assessed against the relevant criteria for the role. If your application does not show support for matching the job description this may result in you not being shortlisted for interview.
- **Invitation to Interview** - If you are shortlisted the Personnel Department will attempt to contact you initially by telephone and this will be followed up by letter normally at least one week prior to the interview date. Where possible you will be provided with the programme for the day and informed of any additional requirements at this time (ie presentation, testing etc etc).
- **Special requirements** - If you have been invited for interview and have special requirements because, for example, of a disability, please contact the Personnel Department beforehand to discuss.
- **Confirmation of Attendance** - You should confirm your attendance, where possible, within two working days, by telephone or email to the contact name and number contained in the interview invitation.

Stage 3 – Offer of Employment

Offer of Employment

The chair of the panel will contact you by telephone in the first instance and a formal letter will be issued. Any offer of employment will be made subject to the following;

- (if not already received) two satisfactory references, one of which should be from your current or most recent employer, or if this is your first job, your school teacher or higher or further education lecturer
- completion of pre-employment checks
- if appropriate, production of evidence that you have a right to work in the UK and to undertake the type of work on offer, in accordance with Section 8 of The Asylum & Immigration Act 1996
- where possible, proof of your stated qualifications (eg A Level, degree etc)
- if appropriate, occupational health clearance

Yateley School and Hampshire County Council are committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. We will ensure that all our recruitment and selection practices reflect this commitment. All successful candidates will be subject to Criminal Records Bureau checks along with other relevant employment checks.

Stage 4

- You will be issued with a Contract of Employment

If you are dissatisfied with any part of the recruitment process please put your comments in writing
To: Kevin Oxlade, Personnel Officer, Yateley School, School Lane, Yateley, Hants. GU46 6NW