

Guidance on Completing your Application Form

- Complete the application form (use black/blue ink if completing the form by hand). Alternative formats, such as CVs or taped applications, are acceptable if you have a disability which prevents you from completing the standard application form. In all other instances, the Trust's application form must be completed in full.
- Add your initial and surname to any additional sheets if completing by hand.
- Return your completed application form and recruitment monitoring form (preferably by email) to the address shown on the job advert by the stated closing date. For email applications, please include the phrase JOB APPLICATION and the job reference number in the email.

Tips for completing section 7 – Experience & Additional Information

- The decision to select you for interview will be based on how closely you meet the **essential criteria** shown on the person specification. Use this as a guide to what skills and experience you need to have. These may have been gained from: paid work, voluntary or leisure activities, work in the home, training and education. If you feel you meet any of the **desirable criteria**, please highlight these too.
- For any gaps in employment, please ensure that reasons for this are provided within your application.
- For hand-written applications, you might find it helpful to do a rough draft first.
- Try to organise your answer into clear, concise points to demonstrate that you have the skills we are looking for.
- Accurate spelling, punctuation and grammar help to make a good impression.
- Highlight your transferable skills, particularly for non-teaching posts. The tasks that you have performed in the past may not be exactly the same as those in the job for which you are applying, but the skills you use to carry out the tasks are likely to be the same.

Recruitment Monitoring Form

The information you provide on the Recruitment Monitoring Form is **confidential** and will **not be seen** by the selection panel or play any part in the selection decision. It will be used as part of aggregated statistics for monitoring purposes **only**, in order to measure the effectiveness of the Trust's equal opportunities and recruitment policies.

Section 10 – Safer recruitment: Disclosure of criminal and child protection matters, Rehabilitation of Offenders Act 1974 and Criminal Records Bureau / Disclosure and Barring

All posts within St Bart's CE MAT will be subject to an enhanced Disclosure and Barring Service check from the Criminal Records Bureau before the appointment is confirmed. This will include details of cautions, reprimands, final warnings and convictions, including 'spent convictions' under the terms of the Rehabilitation of Offenders Act 1974 (Exceptions) (Amendment) Order 2001.



If the post for which you are applying requires such a disclosure this will be indicated on the supporting information that you have received with this form. Any disclosure will be required only if you are selected as the most suitable applicant for the post but you must submit this in a sealed envelope (marked “**Confidential – information relating to Section 10**”) prior to the interview taking place, alongside your completed application form. The sealed envelope will not be opened unless you are selected as the most suitable applicant.

St Bartholomew’s CE Multi Academy Trust also reserves the right to contact previous employers of the successful candidate prior to appointment to confirm employment history.

Data Protection Act 1998 and GDPR (General Data Protection Regulations) (May 2018)

St Bartholomew’s CE MAT will use the information provided in your application form to process your job application. Information will remain confidential and is protected by the provisions of the Data Protection Act 1998. The Act gives you the right to see a copy of the information held about you on application to the Data Protection Adviser.

Further information relating to data protection can be found here: <https://www.gov.uk/data-protection> and here: <https://ico.org.uk/for-organisations/guide-to-data-protection/>