



Davenant Foundation School

Nurturing, Mind, Body & Spirit

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Guidance Notes for Applicants

Please read the guidance notes and information carefully before completing your application form.

The Application Form

Applications will only be considered from candidates who meet the requirements set out in the Person Specification. Please ensure you relate your application to these requirements. Please note that C.V.s will not be accepted.

The application form plays a key part in our selection process. We use the information to decide how you meet the job requirements and whether you will be invited for interview. We will not make assumptions about your achievements and abilities. You must, therefore, state clearly on the form how you match our requirements. **A covering letter must always be submitted, along with your application form.**

Completing Your Application Form

With this advert you will find a Job Description and Person Specification setting out the duties of the job and the skills required. Please study the information carefully – it will help you to fill in your application form.

You must ensure that you have understood the Job Description and Person Specification and are able to perform the duties listed. If you are called to interview, then issues relating to safeguarding and promoting the welfare of children will be explored.

Consider your current and previous employment – paid or unpaid, experience gained at home, in the community or through voluntary, leisure or college activities. Tell us everything we need to know relevant to the job you are applying for.

When listing your jobs ensure dates are correct and in date order and explain any gaps in your employment history.

Incomplete application forms will not be accepted or considered.

Please complete the recruitment monitoring form. This information will be kept confidential and will only be used for monitoring purposes.

Screening applicants using social media

The school will notify potential applicants if it intends to screen candidates prior to interview by checking social media sites. The purpose of such screening will be to ascertain whether a candidate demonstrates appropriate conduct, behaviour and suitability for employment in a school environment. Any such screening will not be used in isolation and will be discussed with candidates at interview where necessary.

Short listing and interviews

All candidates will be assessed equally against the criteria contained in the Person Specification without exception or variation.

References

References will be obtained for all short-listed candidates for teaching posts prior to interview. References for non-teaching posts will be obtained directly after interview and before appointment is confirmed. Any issues or concerns will be raised.

One referee must be your current or most recent employer. Where you are not currently working with children and you have done so in the past then you must provide the name of a referee where you were most recently employed in work with children. A reference will be sought from your current/most recent employer with children and the referee will be asked about any disciplinary offences relating to children including any in which the penalty is time expired, whether you have been the subject of any child protection concerns, and if so, the outcome of any enquiry or disciplinary procedure.

References will not be accepted from relatives or people writing solely in the capacity of friends.

Health

All job offers will be subject to satisfactory health clearance. You will be asked to complete a Declaration of Fitness Form and could be required to undergo a medical examination.

Asylum and Immigration

Under the Asylum and Nationality Act 2006 we are required to ensure that all our employees have leave to enter and remain in the UK and are not subject to a condition precluding them from taking up employment. All successful applicants will be required to provide originals of documents identified in the Act. You will be advised of the acceptable documents if an offer of employment is made.

This school is committed to safeguarding and promoting the welfare of young people and expects all staff and volunteers to share this commitment.