

## APPLICATION GUIDANCE NOTES

### Tips for completing your Application Form

When completing your application form you should ensure you do the following:

- Read the Job Description and Person Specification first, identify the essential criteria for the job
- When completing the application form ensure you match your experiences to the criteria outlined.
- During shortlisting, applicants are judged on how closely they match the criteria, the closest matches will be selected for interview.
- Ensure your previous employment/voluntary work/unemployment record is continuous. Make sure you include any gaps in employment e.g., career breaks, travelling, and voluntary work.
- CVs are only accepted when submitted with a fully completed application form.
- Use the supporting statement as an opportunity to detail all your relevant experience and achievements that match the job criteria. Use examples from all aspects of your life and not just from education or employment.

### Child Protection

- Lingfield College is committed to the safeguarding and promoting the welfare of children and young people and expects all employees and volunteers to share this commitment.
- All new appointments to Lingfield College are subject to satisfactory clearance by the DBS (Disclosure and Barring Service).

### References

- Reference details must be provided. You must give details of your current or most recent employer as one of your referees.
- When requesting references we will ask previous employers if you were involved in any disciplinary offences relating to children or child protection concerns. We will also ask for details of final outcome of any disciplinary action.
- References may be obtained from any previous posts relating to working with children even if this was not your most recent employment.
- Referees may be contacted before your interview, if you are not happy for us to contact your referees at this stage please tick the necessary boxes on the application form.
- If you cannot provide employer references, please discuss this with HR.

### Rehabilitation of Offenders

- Due to the nature of the work you are applying for, you are required to declare any criminal convictions. If you have been prosecuted under the law and have been found guilty, you are required to disclose this information even if the conviction is deemed to be spent.
- If you are successfully appointed, you will be required to undertake a Disclosure and Barring Service disclosure prior to starting your employment.

### Right to Work in the UK

- Under the Asylum and Immigration Act 1996, it is illegal for employers to employ anyone who does not have the right to work in the UK
- In order for you to be employed by Lingfield College you must be able to prove your right to work in the UK. For further information on the documentation you can use to prove your right to work in the UK please go to <http://www.ukba.homeoffice.gov.uk/workingintheuk/>

### Online Profile

- Keeping Children Safe in Education (KCSIE) asks schools to carry out online searches on shortlisted candidates as part of the process of assessing suitability. If you are shortlisted for interview, we may carry out an online search on you using a range of social media and other online activity.