



Crofton Academy, Specialists in Maths & Computing
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Crofton Academy is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment

APPLICATION GUIDANCE NOTES

You are advised to read through the following notes carefully as, unless other selection techniques are used, the decision to shortlist you for interview will be based solely on the information you provide in the Application Form. This advice is designed to help you complete the Application Form as thoroughly as possible.

When completed, read through your Application Form, checking for errors and gaps. Check the closing date and make sure your application is sent in plenty of time because late applications will only be considered in exceptional circumstances. The forms should be returned to Crofton Academy, High Street, Crofton, Wakefield, WF4 1NF.

HOW WILL YOU KNOW WHAT WE ARE LOOKING FOR?

The job advertisement describes skills, experience and qualifications we are looking for. The job specification enclosed with this Application Form shows the main duties, responsibilities and personal attributes of the post. You should read this document carefully and try to identify the key words and phrases.

DO YOU HAVE WHAT WE ARE LOOKING FOR?

From the information in the advertisement and job specification, work out if you have the skills, knowledge and experience we are seeking. If not, show how you have used them in the past. Do not forget that skills can be transferable. The tasks you perform may not be the same as those in the job you are applying for, but the skills you use to carry out those tasks may be the same.

Remember that the skills and experiences you have gained outside paid work, for example, from domestic responsibilities, unpaid or voluntary work or organising social or community activities can demonstrate skills you have taken for granted which could be a clear sign of your ability to do a job.

ASYLUM AND IMMIGRATION ACT 1996

The successful applicant will be required to provide one original document which proves their entitlement to work in the UK e.g. P45 or P60 before an offer of appointment is made. A full list of suitable documents for this purpose will be issued to every successful applicant.

DATA PROTECTION

Crofton Academy collects data in order to process your application and will use it for any subsequent employment purposes.

On occasions, the Academy will have to contact third parties to verify information you have provided and other facts relation to you and your application, for example references.

The Academy needs to protect public funds it handles so we may use the information provided on your Application Form to prevent and detect fraud. We may also share this information, for the same purposes, with other organisations that handle public funds.

Should you be unsuccessful with your application the Academy will destroy your application form six months after its submission.

RECRUITMENT MONITORING

Crofton Academy is committed to promoting equality, inclusiveness and social justice. We will work positively to achieve this by challenging all forms of discrimination, exclusion and injustice.

The Academy values the social and cultural diversity of its community and will make every effort to ensure that our workforce and services reflect that diversity.

To assist us monitor and evaluate its effectiveness in relation to equal opportunities, and for no other reason, applicants are requested to complete and return the Recruitment Monitoring Form enclosed with this application form. The details supplied are held in confidence and are not used in any way in the recruitment and selection process.

THE APPLICATION FORM

1. Information

Information you provide in the Application Form will be treated as confidential.

2. Completion of the Form

The form should be filled in as completely and clearly as possible, in black ink or typed (where applicable). If you have a disability that prevents you from completing the Application Form, you may have someone complete it on your behalf

3. Canvassing

Direct or indirect canvassing of employees of Crofton Academy by, or on behalf of yourself, is strictly forbidden and will invalidate your application.

4. Medical History

All appointments are subject to the successful completion of a medical screening process. A health problem does not preclude you from full consideration for the job. Information relating to the health of an individual is sensitive personal data and is subject to strict controls under the Data Protection Act 1998.

5. References

We need a reference from your present or most recent employer. If you have never been employed or have been out of paid work for a long time, you should give the name of a responsible person who knows you well but is not a relative. Referees will be sent a copy of the job specification to assist them.

6. Education and Training

The "Qualifications" section gives you an opportunity to list any examinations or certificates you have gained or are currently taking. For some jobs, qualifications are essential, but not all jobs require formal qualifications – the advertisement and job specification should tell you whether qualifications are required. Original certificates will be checked upon appointment.

7. Employment History

Please provide full details of your current (or last) employment and highlight any achievements in this post. Where the information relates to your previous employment, please provide your reasons for leaving.

Please provide a continuous record of all experience, paid or unpaid, including for example voluntary work, positions of responsibility or any other experience you consider relevant. If not full-time indicate the hours worked per week. Please explain any break in your work history.