



The Clarendon Academy
Aspire to Excellence

The Clarendon Academy, Frome Road, Trowbridge, Wiltshire, BA14
0DJ, Tel: 01225 762686
www.clarendonacademy.com
Principal: Mark Stenton BA NPQH



The Old Dairy, Grange Road, Islip, Northamptonshire
NN14 4JB
Telephone: 01832 770512
www.educationfellowship.net
Company No: 07718968 Charity: 7848783

GUIDANCE ON COMPLETING THE APPLICATION FORM AND ADDITIONAL NOTES

General

The decision to short list you for an interview will be based solely on the information you provide on the application form. We will not make any assumptions about your experience, knowledge, skills and abilities to do the job.

Always complete your application form in black ink or type, and keep a photocopy/digital file of your completed application form before returning it to the Academy. You may find it helpful to do a rough draft first. Please note that we cannot accept CV's.

The person specification describes the essential knowledge, experience/professional qualifications which you will need in order to do the job as described in the job description. You need to demonstrate that you have these skills and that you understand and are committed to equality and diversity.

Personal Details

Please, complete this section fully and clearly. If you do not know your National Insurance Number, you can obtain it from your local Benefits Agency office.

Present or most recent employment

It is important that you give full information, including the organisation or school you work in, or most recent employment if not currently working. Remember to provide full dates, addresses and other requested details.

Previous employment

Include here any relevant work experience, including part time or work undertaken on a voluntary basis in this section, starting with your most recent experience. Ensure you put in full details of dates, names and addresses and your job title. You will need to explain any gaps in your employment.

Education, Qualifications and Training

Please, ensure that you give all the information requested. Proof of qualifications is required before the appointment is confirmed.

Personal Statement

This is an important part of the application form and is your opportunity to explain how you meet the person specification for the post. You should demonstrate your skills, knowledge and experience and give short examples.

Describe how you match the requirement of the job; include experience gained from previous jobs, community or voluntary work. Ensure that the information you give is well organised, relevant and brief. You may find it helpful to list each person specification requirement as a separate heading to explain how you meet that requirement. If you do not complete this section of the form, we cannot consider you for short listing.

Medical Assessment

A satisfactory medical assessment will be required before we can confirm you in the appointment.

Child Protection

The Organisation is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. We have a designated senior member of the leadership team who is responsible for referring and monitoring any suspected case of abuse. All members of staff will receive training in line with our child protection policy.

Criminal Records Bureau (Enhanced Disclosure)

Employment at this Academy is subject to an enhanced check with the Criminal Records Bureau. Checks will also be made against the DBS Children's Barred List (List 99). In addition a Prohibited from Teaching check will be made with The National College for Teaching and Leadership. Under the Rehabilitation of Offenders Act 1974 (Exemption Amendment) Order 1986, there are a number of jobs where we must take account of convictions, even though they are 'spent'. All posts at this Academy are regarded as such. However, spent and/or unspent convictions may not necessarily make you unsuitable for appointment. All such checks must be satisfactory before we confirm any offer of an appointment.

Right to work in the United Kingdom

Under the Asylum and Immigration Act 1996, it is a criminal offence to employ anyone who is not entitled to live or work in the United Kingdom. Applicants can expect us to ask for proof of this at interview stage, where you will be asked to provide some original documentation to confirm that you are eligible to work within the UK. Photographic proof of identity will also be required.

Code of Conduct and Personal Behaviour

The Organisation believes that it is essential for standards of conduct at work to be maintained to ensure delivery of quality services and also to protect the wellbeing of all its employees and pupils. We regard that everyone working at our Academy as a role model to our pupils. As such we expect our employees to conduct themselves with integrity, impartiality and honesty. Furthermore, everyone in the Academy has an absolute duty to promote and safeguard the welfare of children. Registered teachers are in addition bound by the codes and professional values of their Profession. While registered teachers are bound by the code, the Organisation considers the principles to apply to all staff employed at the Academy.