

# Guidance Notes

Please read this information before completing the Application Form.

Please note, Durham Gilesgate Sports College and Sixth Form Centre follows a Safeguarding of Children and Safer Recruitment application and interview process. It is vital all of the sections of the application form are completed accurately and correctly, to the best of your knowledge.

If you need any help in completing this form, please contact the School Administration Team on 0191 384 7505. They can provide information and application forms in other formats.

These notes are intended to help you complete the application form section by section. The person specification provided with the details of the post, lists the criteria against which each candidate will be assessed.

Invitation for interview is based on the information contained in the Application Form. Complete it in a well planned and positive way, use words such as I plan, I am responsible for.

The candidates short-listed will be the ones who most closely meet the criteria.

Applicants who do not meet the essential criteria on the Person Specification will not be short-listed.

General Points :

- If you have saved the application form as a PDF file to your computer, you can use the form fields to type straight into the form. Save your file regularly, and email the finished PDF file to [dgsg@dgsc.org.uk](mailto:dgsg@dgsc.org.uk).
- If you are printing the PDF to fill in by hand, please complete the form using block capital letters, in black ink so that it can be photocopied.
- Please check the form includes the completion of the position applied for, and salary sections, and take note of the closing date. No late applications will be considered.
- Please ensure that you include as much relevant information as possible on the actual application form. Any information provided on CVs will not be considered for short-listing purposes. If little or no information is provided on the application form it will be impossible to assess your suitability and therefore progression to the short-list for interview will be unlikely.
- If you do not have enough space on the printed form at any point you may continue on a separate sheet of paper, however, make sure additional sheets are clearly named and the section continued identified.

**IMPORTANT :**

If you save the PDF to your computer and fill in the form electronically, you will be requested to sign a printed copy of your submitted application form upon arrival to your interview.

# Guidance Notes

## Front Page :

The front page asks for some basic details about yourself. Please provide all the details as requested truthfully and accurately.

## National Insurance Number - Right to Work in the UK :

The Asylum and Immigration Act of 1996 requires employers to ensure that anyone who is taken on as an employee has the right to work in the UK. The successful candidate will be asked to provide documentary proof of their right to work here.

The most usual form of proof is a document giving your NI number and name e.g. a P45, National Insurance card or letter from a Government Agency or previous employer.

The following are acceptable and proof will be required prior to appointment.

- A document showing that you can stay indefinitely in the UK, or you have no restrictions preventing you from taking employment. This might be an endorsement in a passport or Home Office letter.
- A work permit or other approval to take employment from the Department of Children, Schools and Families.
- A document showing that you are a UK citizen, or have the right of abode in the UK. This may be a passport, an endorsement in a passport, a birth certificate, a registration or naturalisation document or a letter from the Home Office.
- A document showing you are a national of European Economic Area country. This may be a passport or a national identity card.
- A document showing that you will be a student in the UK for more than 6 months.

## Criminal Records Bureau Checks :

If you have previously been CRB cleared in the past, please list the details of this clearance, by answering the questions in this section. The details will be available on your CRB Certificate.

If successful in the selection process, you should be aware that you will be required to undergo a check carried out by the Criminal Records Bureau to identify that you are a suitable person to work with children, **even if** you have been cleared in the past.

Further checks will be made at regular intervals thereafter.

An individual disqualified from working with children through any of the various means available is guilty of an offence if he or she knowingly applies for or accepts any work in a regulated position, i.e. classified as working with children. (Criminal Justice and Court Services Act 2000).

# Guidance Notes

## Identity Checks :

Confirmation of your identity will be undertaken through the production of birth certificate/marriage or divorce certificate/passport, and educational/professional qualifications will be verified.

Durham County Council, Children & Young Peoples Service will only offer appointments if the above checks are satisfactory; and will allow no unsupervised access to children before completion of all checks.

## The Rehabilitation of Offenders Act 1974 :

To protect the public, the post for which application is being made is exempt from Section 4(2) of the Rehabilitation of Offenders Act 1974 by virtue of the Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975.

It is not, therefore, in any way contrary to the Act to reveal any information you may have concerning convictions which would otherwise be considered as "spent" in relation to this application and which you consider relevant to the applicant's suitability for employment.

Any such information will be kept in strictest confidence, and used only in consideration of the suitability of this applicant for a position where such an exemption is appropriate.

This reference should be treated in confidence within DCC, however please be aware that if the applicant makes a subject Access request under section 7(3) of the DPA 1998 we may have to disclose the contents of the reference.

All criminal convictions must be stated, with dates. Failure to do so will disqualify the candidate from the appointment and, if appointed, may render the individual liable to immediate dismissal without notice.

If you have any convictions to declare, please do so in a separate envelope marked :

'For the attention of a Member of The Senior Leadership Team, in strict confidence – only to be opened by the addressee.'

# Guidance Notes

## Section A – Education :

Please provide full and accurate details about your education and training, paying particular attention to the grade achieved in each examination. All qualifications must be supported by relevant certificates. If invited to interview, these will be required as proof of qualifications.

## Section B - Employment Details :

Please provide details of your present post as requested. Please ensure you complete your current salary details. This is followed by details of your employment. The next section asks you to explain the duties and responsibilities you currently undertake in your present post. You should clearly detail how your experience, skills and knowledge matches the requirements of the Person Specification. Please give full details as this will enable us to assess your suitability for the post for which you have applied.

## Section C - Previous Appointments :

You must provide full details of all previous posts you have held, including any periods of unemployment, starting with the most recent first.

## Section D - Additional Information :

This section is for you to provide any additional information about yourself which you feel is relevant to the post for which you have applied and which has not already been mentioned. You may wish to include your particular skills and qualities which will help us assess your suitability for the post. The skills and qualities may be demonstrated at work, on work experience or in a voluntary setting.

In completing the section regarding your relationship with any Councillor or Officer of the County Council, bear in mind that failure to give this information may disqualify you from the appointment and if appointed may render you liable to dismissal without notice.

## Section E - Referees

All references will be sought prior to interview and appointments made subject to references. Please note, for positions in contact with children and vulnerable adults, the Council has the right to seek references from any previous employers and line managers prior to interview. In all cases where an application is made from an employee of an educational establishment a reference will be sought from the Headteacher, even if not offered as a referee.

Please note that:

- 1) No member of the Council will provide any testimonial for a candidate in support of an application for appointment with the Council.
- 2) No officer of the Council will provide any testimonial for an external candidate in support of an application for appointment with the Council.

# Guidance Notes

## Equal Opportunities Monitoring Form :

Please complete this section to enable us to monitor our recruitment process in relation to our Equal Opportunities Policy.

The information you provide will be treated with the utmost confidence and will be used only for statistical purposes and to help those who are disabled.

This part of the application form will be detached before the selection process begins.

## Interviews :

Preliminary interviews will be used to ensure applicants have a full understanding of the requirements of the job and its difficulties; young people may be involved in the selection process.

## Complaints :

The aim of the recruitment and selection procedure is to afford every candidate a fair and appropriate process which accommodates individual needs and gives the opportunity to compete on a level playing field. We welcome any feedback on the procedure.

If you feel you were not afforded this provision, then you should contact the member of the Senior Leadership Team responsible for the appointment. This must be done within 5 working days of being told you have been unsuccessful, or alternatively within 5 working days of receiving feedback.

You should state clearly why you believe you were not given this opportunity. Should you require advice with regard to making a complaint, please contact a member of the Senior Leadership Team as above.

Finally, please check that you have completed your personal details on the front cover of the application form and that you have signed it.

Good luck!