

GUIDANCE NOTES FOR COMPLETING YOUR APPLICATION FORM

INTRODUCTION

The application form should be completed in black ink.

Use extra sheets of paper if you need to.

The job description and person specification are enclosed. The person specification is a list of the skills, knowledge and experience and/or qualifications which the job needs.

Selection for interview will depend on the information contained in your application form. Please take your time and fill it in fully giving details and examples of what you have done as supporting evidence.

EDUCATION, QUALIFICATIONS AND TRAINING

The person specification may ask for specific qualifications and training. List the relevant qualifications or courses you have done.

WORK EXPERIENCE

Your work history may include periods of unpaid and voluntary work as well as paid employment. Please give exact dates where possible.

STATEMENT OF SUITABILITY

This section is your opportunity to show us that you meet the person specification.

Take each item on the person specification and give details of your skills, knowledge and experience.

Give specific examples describing what you have done which proves your experience/ability rather than just a simple statement saying 'I can do this'.

Remember to include experiences in previous work and relevant experience outside of paid work such as that gained at home, in the community or thorough voluntary/leisure/college activities.

Where length of experience is specified make sure you give us correct dates as this information will be needed to check you meet the experience requirements

If you need any help in completing the application form please contact Education Personnel.

CRIMINAL CONVICTIONS AND REHABILITATION OF OFFENDERS

Most jobs within the Education Department involve working with/access to children. These jobs are exempt from the Rehabilitation of Offenders Act and if you are appointed we will ask you to agree to a police check which will be carried out by the Metropolitan Police. This means you must give us details of all convictions and cautions you have had however long ago. We treat any information you give us in the strictest confidence.

RIGHT TO WORK

We will not appoint you until we have seen evidence - usually your national insurance number or a current work permit - that you are eligible to work in this country

OTHER INFORMATION

You may have already prepared a CV and want to send this instead of answering the statement of suitability. You may send it but you must also complete the statement as a CV does not usually describe your skills and abilities fully. It is unlikely that shortlisters will be able to find enough evidence in a CV alone.

INTERVIEWS

Sutton uses several selection methods to assess whether people meet the job criteria. We may ask you to take an ability test, do a presentation or other work related exercise. We will tell you before the interviews what method(s) we will be using for the post. At interview we will ask you questions related to the person specification.

JOB OFFERS

If we offer you the job, it will be subject to references, health clearance and a police check. If your referees do not confirm what you have told us we may want to discuss this with you. We will also ask to see evidence of your qualifications if they are essential for the job.

We will ask you to complete a health questionnaire which we will send to our Occupational Health Department to ensure that you are fit to do the job we have offered. You may also be asked to have a health interview or medical examination