



# Dame Alice Harpur School

## Application Pack Guidance Notes

This pack contains:

**a) Job Description**

- This outlines the main responsibilities of the job

**b) Person Specification**

- This sets out the knowledge, experience and skills you need to perform the role effectively.
- “Essential” criteria are those which you must have to carry out the responsibilities of the job. These will be used to shortlist candidates for interview.
- “Desirable” criteria are extra requirements which may be considered if we receive too many applicants who meet our “essential” criteria.

**c) Application Form**

- The application form is divided into 2 main sections: A and B
- When we assess your application form we will be selecting those whose experience, skills and knowledge is the closest fit to our criteria on the Person Specification.

**d) Equal Opportunities Monitoring Form**

- The Bedford Charity (The Harpur Trust) is an equal opportunities employer. It is our intention to ensure that job applications are treated solely on the basis of their merits, abilities and potential, irrespective of age, colour, race, nationality, religious belief, gender, sexual orientation, disability, family circumstances, or any other irrelevant ground.
- Monitoring applicants for equal opportunities is important as we need to know if we are not getting applicants from sections of the community, to ensure our selection processes remain fair.
- You do not have to complete all or any parts of this form, but it would be helpful if you do so. The form plays no part in the selection process itself.
- This form should be placed in the separate envelope and returned to the Bursar.



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### HOW TO APPLY FOR A POST WITHIN THE BEDFORD CHARITY (THE HARPUR TRUST)

#### 1. APPLICATION PROCESS

Please complete the enclosed **application form** and the **equal opportunities monitoring form** contained within this application pack. The equal opportunities form is not part of the selection process and should be returned separately in the envelope provided. **A CV should not be submitted with the application form.**

**All completed Application Forms should be returned to:**

Mr Jean-Marc Hodgkin  
Bursar  
Dame Alice Harpur School  
Cardington Road  
Bedford  
MK42 0BX

**CLOSING DATE** for receipt of applications is: **Noon 24<sup>th</sup> February 2009**

**No late applications will be accepted.**

#### 2. INTERVIEWS

Initial interviews will be held at Dame Alice Harpur School on 11<sup>th</sup> or 12<sup>th</sup> March 2009 with the final round of interviews being held on 23<sup>rd</sup> and 24<sup>th</sup> March 2009. The successful applicant will be expected to take up the post at the start of the Autumn Term 2010.

#### 3. ADDITIONAL FACTORS AFFECTING THE APPOINTMENT

This post is subject to:

- a) The receipt of two references satisfactory to the Charity, one of which must be from your current/last employer, which we, in our absolute discretion, find acceptable
- b) Compliance with the Asylum & Immigration Act 1996
- c) A Criminal Records Bureau check



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### 4. GUIDANCE ON COMPLETING THE APPLICATION FORM

Please read this guidance carefully before completing your application

Whether you are already in employment, unemployed, returning to work after a break or looking for your first job, this guidance note is aimed at helping you complete your application form as effectively as possible.

It is not possible to interview everyone who applies for a job and your application form is the only means we have to judge your capability and potential. The information that you put in your application will be used to draw up a shortlist for the next stage of selection.

The application pack sent to you contains a job description which lists the main duties of the job and a person specification which sets out the qualifications, skills, experience and other qualities required to do the job. The person specification is divided between essential and desirable characteristics. If you do not have the essential characteristics, you will not be able to carry out the job and will not be short listed. Your application will be assessed against the criteria listed in the person specification.

The questions in the application form should be answered in reference to the person specification.

#### GENERAL POINTS

- You must complete the application form. CVs will not be accepted.
- You must use black ink or type as the application forms will be photocopied.
- Write in a clear, concise, well organised and positive way. Read all sections carefully and ensure you complete them all fully.
- Keep to the facts. If invited to interview you may be asked to justify the information you have given.
- Make sure your application relates to the person specification for the job for which you are applying, if you need more space you may use additional sheets.
- When you have finished your application re-read it and check for any errors or omissions.
- Make sure your application is returned by the closing date.
- Keep a copy of your application - it will be useful to refer to if you are called for interview.



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### THE APPLICATION FORM

The application form is split into two sections:

- Section A is detached and is not seen by those on the interview panel. It is used by the Charity to check whether you are able to work for the Charity and take the job on offer, however the interview panel may be given some information if relevant to the interview e.g. any disability that needs to be accommodated.
- Section B is used by the selection panel to shortlist candidates for interview and to discuss during the interview itself.

### Section A

#### 1. Personal Details

Please complete this section fully and clearly as this is the information we need in order to contact you. If you live away from your permanent home (e.g. you are a student who is away during term time) please make sure you give us details of the address at which you want us to contact you as well as your normal permanent address. We also ask for your date of birth and National Insurance Number. We need this information to verify your identity which is essential when recruiting staff who come into contact with children and young adults. This section does not play any part in the selection process.

#### 2. General Information

Please complete this section fully. This information is needed for a number of reasons which are explained below.

Some posts require the post holder to be able to travel between locations. This does not necessarily mean the use of a car; the actual mode of transport may vary according to the distance to be travelled, the frequency of travel, and the availability of good public transport and so on. It is up to you to ensure you can meet the requirements of the person specification and therefore the job if you are employed. We need to be aware of any medical or health reasons that could affect your ability to do the job. This is to ensure that you are fit to do the job for which you are applying and also to allow us to consider any appropriate changes to the role if feasible.

If you need any adjustments to be made, in order that you can fully participate in the selection process, should you be invited for interview, please outline them in this section (for example if you require wheelchair access).



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Under Section (8) of the Asylum and Immigration Act 1996, it is unlawful for employers to recruit someone who is unable to work in the UK or unable to take the work on offer. We therefore must check your immigration status and you must be prepared to show us documentary evidence if you are invited to second interview. Work permits are only issued for employment in an occupation listed on the Work Permits (UK) Shortage Occupations List. Work permits will not be issued for casual or ad hoc work as a supply teacher and will only be sponsored for support staff and office staff in special circumstances.

We need to know if you are related to anyone who is a trustee of or works within The Bedford Charity including the Harpur Trust Schools. This is to ensure that you are neither advantaged nor disadvantaged in your application. You must not canvass any member of the Charity to gain employment. If you do, this will disqualify your application from being considered.

At the same time, it is to your advantage to find out as much as you can about the Charity and the post for which you are applying. If the advertisement invites you to contact someone for further information, please feel free to do so. This will not form part of the selection process.

The Bedford Charity comes under the Rehabilitation of Offenders Act (Exemptions) Order 1975. All posts with the Charity could come into contact with children; therefore you are required to declare to us any convictions, cautions or bindovers even if they are spent. Please be aware that having a criminal record will not necessarily be a bar to obtaining a position with the Charity.

### 3. References

You will not normally be allowed to start work with the Charity until we have received references that are satisfactory to the Charity. Referees must be able to provide information about your suitability for the post.

You are asked to provide the names of two referees, one of whom should normally be your present or most recent employer. The Charity reserves the right to approach your present employer for a reference even if you do not include them as one of your two referees. The other referee should be someone who knows your capabilities and your potential, such as a previous employer. References provided by relatives, friends or people with whom you live are not acceptable nor are testimonies, affidavits and references addressed "To whom it may concern."

If you are currently working with children, on either a paid or voluntary basis, we will ask your current employer about disciplinary offences relating to children, including any in which the penalty is "time expired" (that is where e.g. a warning could no longer be taken into account in any new disciplinary hearing). We will also ask whether you have been the subject of any child protection concerns and, if so, the outcome of any enquiry or disciplinary procedure. If you are not currently working with children but have done in the past, that previous employer will be asked about those issues.



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If you have been self employed by an organisation that has ceased trading, give the name of someone such as an accountant or bank manager that can vouch for that period.

References will only be taken up if you are short listed for the post for which you are applying. Please state on the form if we should not contact a referee prior to interview. It is advisable to contact referees at an early stage to let them know that you wish to give their name and ensure that they are willing to act as a referee.

### **Section B**

#### **4. Employment History**

You should provide details of your employment history, starting with your current or most recent employer. Please state your employer's name, location, your job title, dates of employment and your reason for leaving.

If you are successful in your application we will normally contact your present or most recent employer for a reference. Occasionally for some vacancies we will wish to contact an employer for a reference prior to interview so please indicate clearly on your form (referees section) if you would prefer us not to do so.

Include any voluntary work. If you have not had paid work (e.g. you have just left school or college), or are returning to work after a gap, please include details of any employment such as weekend, holiday or voluntary work. Please add additional sheets if there is insufficient room.

#### **If applying for a teaching post**

This section is only filled in if you are applying for a teaching role within a School. Please provide details of your DCSF number, and whether you have Qualified Teacher Status (QTS). We also need to know whether you are registered with the General Teaching Council (GTC).

We also require information about your teaching qualification, so please provide details about which Key Stage you are trained to teach and also what subjects you can offer as your main and additional subjects. Please also provide details about the current school you are teaching in and your current salary.

#### **5. Other work / activities (paid or voluntary)**

In this section you can provide details of any other work or interests you have outside of your normal working hours that could add value to your application.



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### 6. Educational Qualifications

You should give full details of all qualifications gained from age 11, with attainment levels and subject areas clearly defined. These could be for example GCSE, O Levels, CSE, A Levels, NVO's, BTEC's, Scottish Highers, Degree, Masters, and Diplomas and overseas qualifications.

If the person specification asks for specific essential qualifications you may be asked to provide us with evidence at second interview (e.g. the certificate). Please add additional sheets if there is insufficient room.

### 7. Technical or Professional Development

Give details of any other qualifications or training that you have had, with the organisational body, the course duration and any levels and grades if appropriate.

### 8. Supporting Statement

The two questions will be used by the selection panel to determine who they would like to see for interview and to inform the interview itself. This is your opportunity to tell us why you are suitable for the job. Read the job description and person specification carefully to see what skills and experience you have that relate to those required by the job. Ensure you provide examples of what you have done that can evidence this.

Consider what you have done in the past, at home, at school, in paid work, in unpaid work, or in a hobby. These may be useful to show how you meet the items on the person specification. For example running a home can show skills such as organising or budgeting; being active in a club or other groups can show teamwork, communication or organising skills.

Ensure that this section is written in a well organised manner and is relevant to the job for which you are applying. Write in a positive manner such as "I was responsible for...." or "I organised....." It is useful to deal with each point of the person specification in turn as this will help you to structure your statement clearly.

### 9. Declaration of Conflict of Interest

Please give details of any other current employment you have. Also please give details of any interests you, your partner or a close relative have in a private enterprise. This is to ensure there is no conflict of interest that could affect your employment with the Bedford Charity.



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### 10. Data Protection Statement

All information related to recruitment is kept separately and securely. Access is strictly controlled and limited only to those who need to see it in the course of their duties.

We hold information concerning unsuccessful candidates for one year. This is to allow for any complaints or disputes. After this time, the paper and electronic records are securely destroyed. We just retain basic anonymous data given on the equal opportunities form for monitoring purposes comprising e.g. date of birth; postcode; gender; and ethnicity.

We may keep more detailed electronic and paper records about unsuccessful candidates for more than one year if we need it to improve our recruitment processes (e.g. for test validation). If we do so, the records will be anonymous. Information about successful candidates is held on their personal file.

### 11. Declaration

Some jobs are subject to clearance by the Criminal Records Bureau (CRB) and if you are successful in your application you will be given an additional form(s) to complete if this applies to your post.

All CRB forms are treated in the strictest confidence in accordance with the CRB Code of Practice, a copy of which can be made available to you on request.

Please read your completed form carefully and check for any errors or omissions. False declaration or omission in support of your application will disqualify you from appointment. If you are appointed and false declarations or omissions are subsequently discovered, this may lead to disciplinary or legal action against you.

**Please do not forget to sign your application form.**