

PERSONAL STATEMENT IN SUPPORT OF YOUR APPLICATION

If you do not do this your application will not be considered

Please explain on separate sheets (approx. two A4 sheets) why you are applying for this vacancy and how you feel your transferable skills, relevant experience and achievements fit you for the position. You are advised to use the job description/selection criteria as a framework and show evidence of how you meet these criteria.

APPLICANT'S NAME _____

REFERENCES

Please give the details of two persons who are able to provide references relating to work experience and/or suitability for the post you are applying for.

1. Name _____	2. Name _____
Position _____	Position _____
Address _____ _____ _____	Address _____ _____ _____
Tel No _____	Tel No _____
Fax No _____	Fax No _____
Email: _____	Email: _____

CRIMINAL CONVICTIONS Do you have any Criminal Conviction(s)? If you would answer Yes and you are successfully short listed you will be expected to provide the panel with details of the convictions in a sealed envelope marked "private and confidential". The envelope will only be opened and considered if the panel agree to appoint you for the post. If you are not selected the envelope will be securely destroyed. **Failure to disclose any conviction(s), whether spent or not, may lead to the withdrawal of the offer of employment before or after your start date.**

Do you consider you have a disability? YES/NO If yes, please give details _____

Are you required to have a work permit? YES/NO If yes, please give details _____

Are you related to any Member or Senior Officer of the council? YES/NO If yes, please specify _____

Candidates who canvass Members or Senior Officers will be disqualified. The Council does not bind itself to appoint any applicant.

Offers of appointment are subject to satisfactory medical assessment and police check.

Please state the number of days you have been on sickness leave in each of the last two years _____

Where did you see this job advertised? _____

Dates not available for interview _____ Period of notice you will need to give to your employer _____

STATEMENT TO BE SIGNED BY THE APPLICANT

I have read, and, if appointed, am prepared to accept the conditions set out in the conditions of employment and the job description. I certify that all information given by me on this form is correct to the best of my knowledge, that all questions have been accurately and fully answered, and that I possess all the qualifications I claim to hold. I understand I am liable to dismissal without notice if I have given false information or omitted pertinent facts. **I confirm that I am not on List 99, disqualified from working with children, or subject to sanctions imposed by a regulatory body.**

Signed _____ Date _____

Please return this form to the school **not later than the closing date shown in the advertisement.**

IT WOULD BE HELPFUL IF YOU WOULD COMPLETE THE FOLLOWING TO ASSIST IN OUR MONITORING OF EQUAL OPPORTUNITIES:

Ethnic Group _____

Date of Birth _____

Gender _____

Type of employment preferred: Full-time Part-time Job share

Swanlea School - Staff Appointments - Notes for Guidance

We aim to attract and recruit only the best skilled and committed people in order to fulfil our mission and strategic objectives.

We have a strong commitment to working towards the implementation of equality of opportunity in our recruitment and selection processes and will not discriminate against any applicant on grounds of race, religion, gender, disability, age or sexual orientation.

We aim to ensure that the process is as objective and fair as possible.

You should have received an information pack containing the following documents:

- Guidance notes
- Introduction to Swanlea School
- Job description and success criteria
- Application form
- Equal opportunities monitoring form
- Map
- School brochure

Rehabilitation of Offenders Act 1974

This ensures that anyone convicted of a criminal offence is not permanently disadvantaged in the job market. In essence, people are given another chance. Please see other notes on this subject on the Application Form under the heading **CRIMINAL CONVICTIONS**.

Prevention of illegal working

Under Section 8 of the Asylum and Immigration Act 1996 it is a criminal offence to employ anyone who is subject to immigration control unless he or she is entitled to be employed in the UK. We are obliged to ask all successful applicants to provide evidence that they are entitled to work in the UK before we can confirm the offer of employment.

School Procedures

1. The Job Description gives an outline of the broad responsibilities and the main tasks involved in order to undertake the post successfully.
2. Every vacancy advertised is based on a person specification which describes the skills, experience and qualifications required.
3. When filling in the **work history** section of the application form please remember that all experience, e.g. minding children, voluntary work etc. can be relevant. We will check this experience carefully against the school's pay policy in order to arrive at a correct salary assessment. Please show Management allowances (formerly called responsibility points) and if you already hold a Recruitment and Retention Allowance. Show clear details of full or part-time working and the amount of part-time work eg 0.6 or 60%.

Please show months as well as years eg. from Mar '98 to Aug '00 and not '98 to '00.

4. When filling in the qualifications section please ensure that you show the level of any first degree qualification e.g. Honours 2:1.

5. Long listing is the initial process of matching applicants against the relevant criteria in the person specification. The panel will make judgements based on the evidence presented in your application form and attached papers in order to produce a short list of candidates for interview. **In order to stand the best chance of success it is important that you tailor the statement in support of your application in the order shown in the person specification.** Write concisely but in enough detail. ***If you do not send a statement your application is incomplete and will not be considered.***

6. Every effort will be made to provide appropriate facilities for candidates at interviews. Please contact Rosie Gavens (extension 208) should you have any special requirements such as OHP, flip chart or tape recorder. Please note that disabled access is available to all parts of the building. Applications from candidates with disabilities are welcomed.

7. The decision on appointing the best candidate for the job will be taken on the basis of all the evidence made available to the panel throughout the selection process in relation to the criteria stated in the job description.

8. The appointment will be subject to the receipt of two satisfactory references. Your present or most recent employer should normally be one of these referees. (It is advisable to state reasons why you may have decided not to use this person.) This person will normally be the head of the organisation. The other reference should be from someone who knows you, your work and ability well. References will be requested prior to interview.

The reference will be used to supplement the panel's decision or to distinguish between candidates. The panel may request that further enquiries are made to either the referee and/or the candidate, where there is an omission in the reference giving rise to doubt or concern.

It is Borough policy that a reference will not be disclosed to a candidate.

There will also be medical and police checks on those appointed. It is necessary to disclose all convictions except traffic offences such as speeding or parking fines, no matter how long ago they occurred. They will not be taken into account unless there are serious implications of working with children.

9. If you are unsuccessful at the interview you will be contacted as soon as possible, normally by mid-day on the day following the interview, and offered a debriefing by telephone by the panel host unless you request an interview.

10. It is our policy to offer travel expenses only to candidates who live outside London. Where overnight accommodation is necessary, agreement with the School Bursar (extension 305) must be obtained beforehand.

11. Job shares, when applicable, will be shown in the information pack.

12. Information is collected on all applicants via the supplementary Equal Opportunities Monitoring Form, with reference to gender, race, disability and job-share. This information will be used to monitor and review the School's Equal Opportunities Policy.

13 If you have not heard from us about an interview by two weeks after the closing date please assume that you will not be invited. We do not normally inform candidates not called for interview. Thank you for applying and your interest in Swanlea School.

EQUAL OPPORTUNITIES POLICY STATEMENT

SWANLEA SCHOOL IS AN EQUAL OPPORTUNITIES SCHOOL

Swanlea School is proud to be a mixed, multi-cultural, multi-faith and multi-racial community of pupils and adults.

We believe that everyone in the school is of equal value and is entitled to equal opportunities in all aspects of their school life.

We know that many people in our society are discriminated against and treated unfairly because of their race, religion or culture, their gender or sexuality, their social class or because of disability. We are determined that this will not happen in our school.

We expect everyone at Swanlea School to treat one another with equal respect. We will not accept racism, sexism and other forms of prejudice and discrimination. We consider this to be essential for effective learning to take place.

We believe:

1. That equal opportunities is an essential part of the work and life of the school.
2. That all pupils are entitled to the best possible education and we have the highest expectations of all pupils.
3. That all members of the school community are equally valued and entitled to feel safe in school.
4. That we can help to remove ignorance and misunderstanding through our curriculum. All school activities will value and reflect the diverse composition of both our school community and the wider society.
5. We are completely opposed to all expressions or acts of a **racist, sexist** or **discriminatory** nature. The following are unacceptable:
 - verbal abuse whether or not directed at individuals or at a particularly group. This includes mimicry;
 - any use of racist/sexist terms including racist/sexist jokes;
 - physical attacks, bullying and harassment;
 - writing of graffiti;
 - the distribution of any racist or sexist literature inside or outside school;
 - the wearing of badges or insignia of any racist nature, including those of racist organisations;
 - letting the school buildings to any racist or discriminatory organisations.
6. All racist, sexist and discriminatory incidents, whether physical or verbal, will be dealt with according to clear written procedures.
7. Racist, sexist and other discriminatory incidents will be dealt with in the following three ways:
 - to help and support those discriminated against;
 - to help the offender understand why his/her action was unacceptable;
 - to deal with the impact of the incident upon the individual, class and the school community.