



# FARNEY CLOSE

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## Employment Application Form Completion Guidance Notes

Thank you for your interest in wishing to work at Farney Close School.

We follow rigorous Safer Recruitment Procedures in line with our Safeguarding Policy. Enclosed are Guidance Notes to help you complete our Employment Application Form.

Please ensure you complete all sections of the form before returning it to us for consideration. If there are sections of the form that are not completed then your application may be returned to you to complete or your application may be automatically rejected.

All applicants are considered on the basis of their suitability for the post irrespective of their sex, age, marital status, pregnancy or maternity, race, gender reassignment, sexual orientation, religion and belief or disability.

If you have a disability that affects the written completion of this form please tell us and an alternative format may be arranged.

You will have access to a Job Description for the role you are applying for. We recommend that you refer to this when completing your employment application form, particularly in the section titled 'Experience, Skills, Abilities and Career Aspirations'.

Once you have completed the Employment Application Form please return it to the HR Department of Farney Close School.

We wish you luck in your application.

HR Department  
**Farney Close School**

Farney Close School Limited – Company limited by Guarantee  
Registered in England No. 543113  
Registered Charity No. 307024

Founded in 1946 by the Revd Percy & Vera Wallbridge

PRINCIPAL: Sara Hack, Dip H.Ed, Social Work

DIRECTORS & TRUSTEES: Carole Johns (*Chair*), Simon Lashley (*Deputy Chair*), Martin Gibrill, Jenny Bowry,  
Nicki Bartholomew and Sue Deane

## Guidance Notes

### Front Page

Starting on the first page of the Employment Application Form, please complete the sections relating to the **post (role)** you have applied for and **where you heard about or saw the vacancy**. This will help us to review the success rate of where we advertise our vacancies.

### Personal Contact Details

Please provide us with your **contact details**. If you intend to provide us with a handwritten completed form please ensure that your handwriting is clear, particularly in relation to your contact telephone number(s).

### Education, Training and Qualifications

Please provide the **full name, dates from and to, and the examinations taken/qualifications obtained**. Please continue on a separate sheet if necessary.

### Memberships of Professional Organisations

If you are a member of a professional organisation please provide the **full name of the organisation and the grade and date of membership**. If you are not a member of any professional organisations please write N/A to denote 'not applicable'. We will at least know that you have read and answered this part of the application form.

### Participation in Voluntary, Recreation or General Interest Groups

If you participate in any voluntary, recreation or general interest groups (ie Brownies/Scout Movement or charity groups) please provide the **full name of the organisation and the role you hold with them**. If you do not participate in any voluntary, recreation or general interest groups please write N/A to denote 'not applicable'. We will at least know that you have read and answered this part of the application form.

### Current / Most Recent Position Held

Please provide us with your **most recent job title and the name and address of your most recent employer**. Please also provide a **summary of your key tasks and responsibilities, particularly if they are transferrable to the role to which you are applying for at our school**. Please provide us with **details of your dates of employment there, your notice period/potential start date and your last salary in this role**.

## **Previous Employment / Voluntary and/or Domestic Activities**

This is a **very important part** of the Employment Application Form so **please complete this section carefully.**

Please provide us with the **name, address and nature of the business of your previous employment (jobs held from before your most current employer).** **If there are periods of time where you were not employed, please include dates of what you were doing,** ie: seeking employment, volunteering, caring for a family member, travelling.

**Please provide full 'From' and 'To' dates in DD/MM/YY format and provide the reason for you having left that employment.**

**There should be no gaps unaccounted for.**

Please put these in **order of sequence**, starting from the most recent first. It is a good idea to write this out on another piece of paper before completing the employment application form so no errors are made and it is easier for us to read and understand as part of the shortlisting process.

Please continue on a separate sheet if necessary and attach it to your application form.

## **Experience, Skills, Abilities and Career Aspirations**

We recommend that you prepare an answer to this section on a separate piece of paper first so you can be sure to tell us all the relevant information you wish us to consider in your application.

**Please tell us how you think you meet the requirements of this vacancy. You may wish to refer to details of your previous employment, voluntary work, or other activities or personal interests.**

This is your opportunity to tell us more about your achievements and what skills, knowledge and experience you can bring to the role.

We also **recommend that you refer to the Job Description** for the role you have applied and where possible, provide us with examples of your work which match the needs of our vacancy.

Please continue on a separate sheet if necessary.

## **Other Information**

Please answer this section of the application form carefully as it forms part of the checking procedure that we follow as part of our Safer Recruitment Processes.

This section refers to you knowing anyone currently employed at the school, medical examination consent, disability status and reasonable adjustment considerations, if you are able to travel during the course of your work, your driving licence status, your entitlement to work in the UK and Enhanced DBS and Barred List Checks.

Please answer the questions relating to you holding a current enhanced DBS Certificate and if you are on the DBS Update Service.

## **References**

It is recommended that before you complete this section of the application form, you ensure you know the full contact details of your referees.

**Please do not provide two referees who work for the same organisation.** We will contact your most recent employer and possibly the employer before that. If you have worked with children in your past employment then we will also contact that employer.

**Your referees must not be someone who you are or have been related to.**

Should your application of employment at Farney Close School be successful then your referees will be contacted in order that they may be able to provide us with an employment reference for you.

It is your responsibility to ensure that your referees are happy for their contact details to be shared with us (discretion is shown for those still currently employed and do not wish for us to contact their referee prior to interview).

If your application for employment with the school is successful then it is recommended that you inform your referees that we will be making contact with them to verify your employment history with them.

Your referees will be contacted after an offer of employment has been made and accepted. **If references are not returned quickly then you will be asked to contact your referees to encourage them to complete the reference form we will have sent them and to return it to us as a matter of urgency.**

If you have been employed with one employer for a long period of time then you may be asked to provide us with details of someone who is able to provide us with a character reference for you. If this situation arises then your character referee must

be someone who has known you for at least five years and who is not and has not been related to you.

**Employment references are a very important part of the school's Safer Recruitment Processes and any delay in obtaining them may delay your starting date with the school.**

### **Privacy Notice**

Please read the Privacy Notice carefully,

### **Declaration**

Please read, sign and date the declaration.

### **Diversity Monitoring Form**

Please complete the Diversity Monitoring Form and return it to us with your completed application form.

**This form will be separated from the main employment application form and the information held therein will be recorded purely for monitoring purposes. It is not used as part of the shortlisting process.**