Guidance notes to help you complete the Ealing schools support staff application form

www.ealing.gov.uk

These notes are here to help you submit the best possible application you can. We strongly recommend that you read them before you start work on your application.

Before you start
Read carefully all the information about the post especially the person specification, which lists the skills, knowledge, experience and qualifications needed. Make sure you read it before filling in the application form. . If you have not received either the person specification or the job description please contact the relevant school.

Your application form and especially the supporting statement are the only pieces of information we have about you. Unless you clearly demonstrate in your application how you meet the requirements of the post you may not be shortlisted.

Filling in the application form
Read the application form carefully before you start. We are an equal opportunities employer and select candidates for interview on the basis of how well they complete the application form.

1. Personal details
It is important that you fill in this section accurately and in full. Please do not leave any section blank. If it is not applicable please indicate with N/A.

2. Present /most recent post and
3. Employment history
Start with your current or last employer and work backwards making sure the dates are in the correct order. Provide the job title with responsibilities and the period you worked for them. It is important that you provide an explanation for any gaps in employment. Any voluntary work undertaken should also be included.

4. Education and training
Give a list of all the qualifications you possess and relevant training courses you have attended. Information here will be used to assess whether you meet the qualification requirements. Ensure nothing important is omitted. Please note that you will be asked to provide originals or certified copies of relevant certificates.

5. Rehabilitation of Offenders Act
The school has a duty to protect children and young people in its care. Please ensure you complete this section fully. Successful applicants will be required to apply for an enhanced disclosure from the Criminal Records Bureau (CRB). Further information can be found at www.disclosure.gov.uk

6. References
References may be taken up before interview. If you have not worked for some time give the name of someone who knows about what you can do and who can comment on your ability to do the job. Any issues raised in the references may be discussed at interview. Please do not submit open testimonials with this application form.

7 If you have a disability
Ealing schools are committed to employing people with disabilities. If you have a disability you want us to know about please give details of adjustments you require for the selection process or to do the job itself.

8. Supporting statement

a) This is the most important part of your application, as it is where you show how you have the skills and knowledge for the post.

Make sure you read both the job description and the person specification to ensure that what you write is relevant. For each point you will need to explain/give examples of how your skills, knowledge and

experience make you suitable for the job. It would be helpful if you could number your responses to match those on the person specification.

If completing a paper application form we would prefer that the supporting statement be typed on separate sheets of paper. Please make sure that your name and the post you are applying for is on the top of any separate sheet. Hand written statements are acceptable but remember they need to be clear enough to read and be photocopied.

b) This is a more general statement about you and your personal attributes.

Monitoring information
Please remember to complete the monitoring information. This is important information that the Council needs in order that we can determine whether our equal opportunities policy is working with regard to employment. Also please sign and date the form. If you are completing the application form on line you will be asked to sign the form at interview.

Some points to bear mind

- Your application should be written in a concise, well-organised and positive way.
- Use active words such as 'I planned', 'I organised'.
- Do a rough draft first aiming to make impact throughout but especially with your first and last sentence. This avoids mistakes and allows you to organise your application properly.
- Do not submit the same application for all jobs. Remember no two local authorities will be looking for exactly the same thing so look at the requirements listed.
- Re-read what you have written, then look again at the person specification. Have you addressed all areas? Do you sound positive and confident?
- When you are satisfied with your application, check again that all parts are complete and take a photocopy before sending it off so you can remember what you have written, if you are called to interview.
- Remember the closing date for applications and allow enough time if you are posting the form.

Sending your application
If you are completing the Ealing Schools Support Staff application form in response to a specific position that has been advertised, please ensure you send it to the address stated on the front of the application form and/or advertisement. Alternatively it can be found in the school/organisation information pack sent to you with the application.

Please make sure you keep a record of your completed application form. Not only is this useful if you are called for interview but it will also assist you if you later need to enquire about your application.

Thank you for considering a position in an Ealing school and good luck with your application.