

GUIDANCE NOTES FOR CANDIDATES COMPLETING APPLICATION FORMS

PLEASE READ THE FOLLOWING BEFORE COMPLETING YOUR APPLICATION FORM

*Prior to applying you may wish to discuss the position informally with Jo McGovern, Business Manager. Completed applications must be emailed to recruitment@prioryschool.com. **Any incomplete applications or applications received after 12 noon on the closing date will not be considered.***

- Please read the job description and person specification that are enclosed in the application pack carefully.
- The job description gives details of the duties and responsibilities of the role.
- The person specification details the knowledge skills and experience that are considered both essential and desirable for the successful candidate. It clarifies whether the requisites needed for the role advertised will be assessed at interview or from your application for the post.
- The essential criteria are the minimum level of skills knowledge and experiences required for the role and are of equal importance. Please illustrate clearly and specifically in your application how you meet these criteria.
- The desirable criteria are those that will enable the successful candidate to perform the job more effectively and will be used for shortlisting purposes if several candidates have all the essential criteria. Where appropriate, please illustrate clearly and specifically in your application how you meet these criteria.
- When completing your personal statement, use the person specification to highlight the relevant aspects of your knowledge, skills and experience to demonstrate your suitability for the post. **In particular you are required to focus upon the criteria on the person specification.** Please ensure you are concise, that your personal statement **does not exceed two sides of A4 paper and the font you use must be no smaller than font size 11.**
- The shortlisting panel will be looking for evidence in your application that shows that you meet each of the criteria in the person specification. Examples provided to support your application do not necessarily need to be based on experience gained in the workplace and can be from other aspects of life that you believe to be relevant.

COMPLETING YOUR APPLICATION FORM

- Read the job description and person specification thoroughly.
- Please complete your application form **electronically (not handwritten)**. You may find it useful to complete a rough draft first.
- Please note that CVs will **not** be accepted.
- Ensure you complete **all** sections on the application form. If a section does not apply to you please insert N/A in the section provided for your answer. The School is committed to safeguarding all young people and children and requires candidates to explain **all** gaps in their career history. Priory School reserves the right to reject incomplete application forms, and any inconsistencies or anomalies will be explored at interview.
- Before returning your application form check that you have completed **all** of the sections fully, put your name on any additional sheets and **sign** the application form. If you submit your application electronically you will be required to sign the declaration in person if you are shortlisted for interview.
- Please complete the recruitment monitoring form together with your completed application form and ensure that both documents marked confidential reach email account recruitment@prioryschool.com by the closing date.
- Please contact each of your named referees to inform them that if you are shortlisted we will request a reference **prior** to interview.