



Application Guidance

Registration

We will ask you for your name, address and your email address so that we can contact you regarding your applications.

You will be asked to add information about your education and training, employment history, and membership of any professional bodies.

Completing an application form

The application form is the main source of information used to decide whether you will be selected for further consideration. Please complete all parts of the application form, carefully considering the requirements of both the job description and the person specification.

Please detail your full employment history, including the reason for any gaps in employment, within your application form. The gaps in employment will be discussed with you if you are selected for interview.

Referees

You will need to give the names, addresses and contact details of two people who can provide references for you. One must be your current employer or last employer if you are currently unemployed.

As part of our Safer Recruitment policy, any roles that involve working with children, young people or vulnerable adults, or roles in which the duties will involve access to sensitive information relating to children, young people or vulnerable adults, the Compass Partnership of Schools will take up references prior to interview. You should provide details of referees, including your current and previous employers, covering the last 5 years.

As part of our Safer Recruitment policy, if your employment history does not cover the last 5 years, you will need to provide details of personal referee(s) to cover gaps in employment or covering the entire last 5 years. The personal referee is someone in a professional capacity but does not have to be your manager. A personal referee cannot be related to you in any way.

Supporting Statement

Please read the application form, job description and person specification carefully, so that you understand what the position involves. As part of the selection process, you will need to explain how you meet the key requirements for this role listed in the person specification. When explaining how you meet each of the requirements, please give examples that clearly demonstrate your skills, knowledge and experience. When writing your examples give a brief description of the situation or task but focus on the actions you took and the result of your actions.

Rehabilitation of Offenders Act 1974 and Disclosure and Barring Service

We select all candidates for interview based on their skills, qualifications and experience.

If the post you are applying for is exempt from the Rehabilitation of Offenders Act 1974 then all convictions, cautions and bind-overs, including those regarded as 'spent', must be declared.

At interview, or in a separate discussion, we will ensure that an open and measured discussion takes place on the subject of any offences or other matter that might be relevant to the position.

If you are successful at interview, and the post you are applying for is exempt from the Rehabilitation of Offenders Act 1974 then we will require you to obtain an Enhanced Certificate of Disclosure from the Disclosure and Barring Service (DBS) and we administer this process.

Having a criminal record will not necessarily bar you from working with us. This will depend on the nature of the position and the circumstances and background of your offences. The DBS has a code of practice, which we fully comply with. A copy of this can be found on the gov.uk website www.gov.uk/government/publications/dbs-code-of-practice

Frequently asked questions

Can I submit a CV instead on an application form?

As we need the same range of information from all candidates we are not able to accept CVs or testimonials in place of an application form.

Will the recruiting manager be able to see my sensitive data/equal opportunity data?

The information collated from the equal opportunities section is used only for statistical monitoring purposes and is automatically hidden from view when your application is sent to the recruiting manager. It will not be considered during the shortlist selection process or be seen by any manager involved in making the appointment.

Do I need right to work in the UK for all roles?

Before your appointment we will carry out a check to make sure that you have the right to work in the UK. This is a legal requirement under the Asylum and Immigration Act 1996. We only employ people who need a work permit for posts where the Home Office recognise them as shortage occupations, e.g. social workers, highly qualified technicians or specialists with rare skills.

If you are invited to interview you may be eligible to travel and subsistence allowances. Details will be provided with your invitation to interview letter.