



## Guidance Notes for Job Applications

Thank you for your interest in Rotherhithe Primary School and the post we have advertised.

Please read the following guidance notes carefully, before completing your application form, they will help you complete the form as effectively as possible and ensure your application is treated fairly.

**Note: We are unable to consider a Curriculum Vitae.**

The documents used in the process of selecting new employees are as follows:

- A Job Description
- A Person Specification
- An Application Form

The process helps to ensure that all applications are treated fairly and in accordance with the Local Government and House Act 1989, that, "Every appointment of a person to a paid office or employment... shall be on merit."

### Job description

This document sets out the main responsibilities and duties of the post.

### Person Specification

This is the most important document. It sets out exactly what knowledge, skills and experience are needed to do the job. These are known as 'Selection Criteria', which are used to make the appointment to the post.

'**Essential criteria**' are those that are mandatory, in order to successfully carry out the responsibilities of the post. The Person Specification will demonstrate which criteria we will use to shortlist candidates for interview. Please ensure that you cover all the criteria set out in the Person Specification.

'**Desirable criteria**' may also be included. These are extra requirements, which may be considered if we receive a large number of applications that meet the 'essential criteria'.

### Disabled Applicants

If you need help to complete the application form or need the information in a different format, ie. braille or on tape, please contact the appropriate person as mentioned in the advertisement.

Please note that all posts in School's are exempt from the "Rehabilitation of Offenders Act 1974" and therefore require an enhanced criminal bureau check on recruitment.

## Data Protection Statement

The information that you provide on this form and that obtained from other relevant sources will be used to process your application for employment with Rotherhithe Primary School. The personal information that you give us will also be used in a confidential manner to help us monitor our recruitment process.

If you succeed in your application and take up employment with the School, the information will be used in the administration of your employment with us. We may also use the information if there is a complaint or legal challenge relevant to this recruitment process.

We may check the information collected, with third parties or with other information held by us. We may also use or pass to certain third parties information to prevent or detect crime, to protect public funds, or in other ways as permitted by law.

By signing the application form it will be assumed by the School that you agree to the processing of sensitive personal data, (as described above), in accordance with the School's registration with the Data Protection Commissioner.

# Rotherhithe Primary School Recruitment Monitoring

Post Title:

Closing Date:

To help us ensure that we are recruiting people in a fair and non-discriminatory way, all job applicants are asked to complete monitoring data about themselves. Please complete the sections below by ticking the appropriate boxes. This information will be treated as confidential. It will be separated from the application form and will not be seen by the recruiting panel.

Gender: Female

Male

Age: Under 25

25-45

Over 45

**Do you consider your ethnic origin to be:**

**WHITE**  
British   
Irish   
Another White Background

**ASIAN**  
Asian British   
Asian Indian   
Asian Pakistani   
Asian Bangladeshi   
Another Asian background

**MIXED**  
White and Black Caribbean   
White and Black African   
White and Asian   
Another Mixed background

**BLACK**  
Black British   
Black Caribbean   
Black African   
Another Black background

**ANOTHER ETHNIC GROUP**  
Chinese/Vietnamese   
Cypriot Greek   
Cypriot Turkish   
Cypriot other

**ANOTHER OTHER ETHNIC GROUP**  
Please state:

**Do you consider yourself to have a disability?**

Yes

No

If so, please state the nature of your disability:

If you have a disability, we will offer you an interview as long as you meet the essential criteria of the post. Also, please let us know of any special requirements you may have which will help us to ensure a fair selection.

**The Disability Discrimination Act 1995 describes a disability as "A physical or mental impairment which has a substantial and long term effect on the persons ability to carry out normal day to day activities."**