



## Guidance for Applicants

The application form is the first step in the recruitment process which may lead to an interview and a possible job offer. It is therefore essential to complete it to the best of your ability, as it forms the first impression of your application. The guidance below may be of help in completing your application form

1. Read the instructions on the application form carefully before completing it.
2. It is important that you complete ALL sections of the application form which are relevant to you as clearly and fully as possible. Applicants who conceal or misrepresent relevant information at any stage will be disqualified from appointment or, if appointed, may be dismissed without notice.
3. If you are submitting your application by post please type or write your application clearly in black ink so it can be photocopied for the selection panel. If there is insufficient space, please use blank A4 sheets as continuation sheets. Make sure that you mark them clearly with your name, the job title and reference number.
4. If you are handwriting your application, please ensure it is completed legibly.
5. Take time to complete your application form as this will be the main information used to decide whether you will be selected for further consideration.
6. The Person Specification (where applicable) gives details of the experience, skills and abilities needed to carry out the duties. Every application will be compared against the person specification. When completing your application remember you must show clearly how your knowledge, skills and experience are relevant to the requirements of the post.
7. The supporting statement is one of the most important parts of the form. You should cross reference your skills against the criteria listed on the Person Specification. Each skill should be supported by evidence highlighting when you have demonstrated this skill. This can include interests outside of work. The short-listing process will focus on this area.
8. The Job Description will provide details of the purpose of the job, the level of responsibility, and the duties to be performed. This is an opportunity for you to see if the job is really the one for you.
9. Application forms are used to ensure that information is presented in a standard format and that only information relevant to the selection procedure is provided. This ensures applicants are treated fairly and equally. If you choose to submit a curriculum vitae (CV) this must be as an addition to but not instead of submitting a completed application form.
10. Westcountry Schools Trust is committed to interviewing people with a disability who meet the essential criteria of the person specification and will make reasonable adjustments to help a person with a disability through the application and selection process. If you have a disability please state this on the application form. If you require assistance to support you during the application and selection process please contact Mrs Melanie Vincent on 01752 691000 or [mvincent@ivybridge.devon.sch.uk](mailto:mvincent@ivybridge.devon.sch.uk)
11. Please note that late applications will not be considered without good reason and certainly not once short-listing has commenced.