



Merchant Taylors' School

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Guidance notes for applicants for use with School application form

This guidance is designed to help you complete the application form as effectively as possible. Please contact the HR Team via recruitment@merchanttaylors.com or 0151 949 9320 if you have any queries. Please read the candidate brief paying particular attention to the job description and person specification. **Please do not send in CVs as these will not be accepted.**

Section 1 – Personal Details

It is important that you fill in this section accurately and in full. Please provide all previous names. You must declare any close relationship that you hold with an existing pupil, employee, volunteer or governor of Merchant Taylors' School. Proof of eligibility to work in the UK will be required should you be successful at interview e.g. passport or full birth certificate. If you are a teacher, please confirm your TRN number and confirm whether you have QTS.

Section 2 – Details of online profile

Keeping Children Safe in Education (KCSIE) asks schools to carry out online searches on shortlisted candidates as part of the process of assessing suitability. You should provide details of the account names/handles for all of your social media accounts, including any under a nickname or pseudonym, any websites you are involved with, in or featured on or named on; and any other publicly available online information about you of which the School should be made aware.

Online searches will only be carried out for those applicants who are short-listed for interview. Please note that you are **not** required to provide account passwords or to grant the School access to private social media accounts.

Section 3 - Prohibition from teaching, prohibition from management and disqualification from providing childcare

Please carefully read the information provided in section 3 about prohibition from teaching, prohibition from management and disqualification from providing childcare.

Section 4 - Education

Provide a list of all of the qualifications that you possess. Information here will be used to assess whether you meet the qualification requirements. Please note that you will be asked to provide original certificates should you be successful at interview.

Section 5 – Other Vocational Qualifications, Skills or Training

Please provide details of any vocational qualifications or skills that you possess which are relevant to the post for which you are applying.

Section 6 – Employment

Provide details of your current or most recent employer, including dates of employment and a brief description of your responsibilities.

Section 7 – Previous Employment

List all work undertaken since leaving school/college, working backwards and making sure the dates are in the correct order. You must include all previous employment, including any voluntary work. Please also include your reasons for leaving. Any gaps in employment should be fully explained.

Section 8 – Interests

Please give details of any particular interests or hobbies that you have, in particular any which could be of benefit to the School for the purposes of enriching its extra-curricular activity.

Section 9 – Suitability

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 that you carefully read the job description and person specification for the role. Ensure that you provide examples showing how you meet the job requirements in terms of knowledge, skills, qualifications, abilities and experience.

Section 10 - Disclosure and Barring Service checks, criminal record and Children's Barred List

Please carefully read the information provided in section 10 regarding criminal records checks. If you are shortlisted for interview you will be asked to complete a criminal records declaration. All successful candidates will be required to undertake an enhanced DBS check and Children's Barred list check.

Section 11 – References

All offers of employment are dependent upon the receipt of satisfactory references. Please confirm whether you give consent for your referees to be contacted prior to interview. One referee must be your current or most recent employer. If your current / most recent employment does / did not involve work with children, then your second referee should be from your employer with whom you most recently worked with children. Neither referee should be a relative or someone known to you solely as a friend. If you do not have two employers please provide details of someone who can provide a character reference, eg a college tutor.

Section 12 – Access Requirements

Please let us know if there are any special arrangements that you require in order to attend an interview, such as specific accessibility requirements or adjustments to enable you to fairly take part in the interview process.

Section 13 – Recruitment and use of information

Please read the information provided in section 13 relation to the School's recruitment process and use of information.

Section 14 – Declaration

Please check the information you have provided on your application form and read the declaration statements carefully before signing and dating. Providing false information is an offence which could result in your application being rejected or (if the false information comes to light after your appointment) summary dismissal and may amount to a criminal offence.

Equal Opportunities Monitoring Form

The Equal Opportunities Monitoring Form is not part of the selection process and is not seen by the recruitment panel. It is not compulsory that you complete this form, however your responses will help the School to monitor the diversity of its applicants effectively. All information is anonymous. Please complete the form as fully as possible by selecting the options which most closely relate to you. The Equal Opportunities Monitoring Form should be returned to the School along with your completed application form.

Submitting your application

Please submit your completed application form to us via recruitment@merchanttaylors.com or posted to the HR Department, Merchant Taylors' School, 186 Liverpool Road, Crosby, Liverpool, L23 0QP.

Please note that all correspondence regarding your application will be via the email address you provide on your application form. Check your junk email box in case emails are redirected there automatically. If you do not provide an email address, correspondence will be sent by post.

Applications for further vacancies

If you are not shortlisted for the post for which you are applying, please do not be dissuaded from applying for future vacancies with Merchant Taylors' School. Vacancies will be advertised on the School website: www.merchanttaylors.com

Queries

For any queries not addressed in these guidance notes please contact the HR Team on recruitment@merchanttaylors.com or 0151 949 9320.