

Guidance on completing an application form for a job at our school

Thank you for looking at the job advertisement for the vacancy at Langdon Primary School. This is your first step in potentially joining our small but friendly team who work with our delightful pupils, ensuring they learn as much as they can to maximise their potential for future life.

Your application is the first point of contact that you may have with us and for this reason it is vitally important that it showcases you in the best way possible. From experience of looking at hundreds of applications over the years, we can tell that some applications are dashed off quickly, probably in order to get them to us quickly to avoid being missed in the shortlisting process. But, this can result in some basic application errors that will count against you when we shortlist.

So, to help you know what we are looking for and why, in order to inform how you put together your application, below are some pointers for you to consider:

1 **Personal Details**

This is the first thing we look at on your application form. Capital letters for names - your own, your street name, town or city and in your postcode - are important. Our job in school is to teach children to write correctly and this includes how to use punctuation correctly. If your application shows that you are not doing this then we question whether you have the basic skills to help support even our youngest learners to write correctly.

2 **Education and Training**

You must be honest with this section and list all of your qualifications that are relevant to the role. If we ask for qualifications to a certain standard such as GCSE or equivalent English and Mathematics, then you must have met that standard; it shows us you have the necessary skills to support our pupils in their learning because you understand what they are being taught yourself. If you haven't got the qualifications as specified, then you are not likely to be shortlisted. Of course, list any higher-level qualifications, we want the highest qualified people to support our learners where we can.

3 **Employment History**

Your employment history **MUST** be complete with no gaps. It is important to explain any gaps fully. This is a basic safeguarding requirement.

4 **Personal Statement**

This is one of the most important things that you will do in the whole process of applying for the job. This is where you tell us all about you, your past employment and experience and where you detail what you can bring to our school in this role. Think of the personal statement as your formal letter of application. The fuller it is, the more likely we are to see whether you are the right person for the job. Just a few sentences are probably not enough and won't get you shortlisted. Once again, and I cannot stress this enough, **how** you write your letter is crucially important. It shows whether you have the skills we require in terms of how you communicate, your standard of written English and the pride you take in your work. Check that your writing makes sense, that it is correctly punctuated and that it is correctly spelled - we expect this from our pupils so it makes sense that we should have staff who expect this of themselves too. And, **NEVER EVER**, write the word 'I' without ensuring it is a capital letter!

Once you have completed your application check it for errors and put them right. Edit it and ask a friend to do this too, that way you will be confident that your application is in with a fighting chance of being considered.

Our standards and outcomes for our pupils at Langdon are high. Our expectations of what they can do and achieve are also high. We have the same expectations and aspirations for our staff too. Your application is your chance to showcase yourself, your experience and your contributions to our school. Follow this guidance and you stand a good chance of catching our attention in your initial application. Good luck!