

# Application Guidance Notes



<p>1. Please do not submit a CV as substitute for part or full application form, the information will not be accepted or considered.</p>	<p>2. Within Previous Names section please detail any previous family/surnames or forenames you have had for whatever reason including prior to marriage.</p>
<p>3. Your application form should reach the Academy detailed in the job advert by no later than 5.00pm on the day of closing, <b>unless otherwise stated by the Trust</b>. Applications will not normally be acknowledged at this stage.</p>	<p>4. If you are not currently employed or you have just left school, college or university you should provide a reference from a professional person. References should not be provided by relatives, partners or close friends.</p>
<p>5. Please keep a copy of your application form for future reference. This is particularly useful for feedback and interview preparation.</p>	<p>6. Within Previous Experience please include details of all paid, unpaid, voluntary and work experience you have undertaken. Ensure any gaps in the date history are explained in the section marked Break in Experience.</p>
<p>7. Please ensure you include all relevant information within your application. Please explain how you meet all of the Person Specification essential criteria and as many desirable as possible.</p>	<p>8. Please advise us of times and dates you are not available for interview within the Interview Arrangements section. Please note the Academy will try but may not be able to rearrange the interview dates for you.</p>
<p>9. You must complete a separate application form for each post applied for. Please ensure each application is completely relevant to the post applied for.</p>	<p>10. When completing the section on Summary of Experience, Skills, Knowledge and Competencies, try to address how you meet each criteria on the Person Specification with an example.</p>
<p>11. You may find it helpful to do a rough draft of your application form, particularly if it will be a handwritten application form. You may also find it helpful to ask someone to check your application prior to it being submitted to the Academy.</p>	<p>12. If you are shortlisted and invited to interview, you will be sent a Criminal Records Self Disclosure Form and advise the Academy of any previous convictions prior to interview.</p>
<p>13. Please return your completed application form to the Academy <b>Email: <a href="mailto:recruitment@apollopartnershiptrust.uk">recruitment@apollopartnershiptrust.uk</a> or</b> <i>The Recruitment Team, Apollo Partnership Trust c/o The Castle Rock School, Meadow Lane, Coalville, Leicestershire, LE67 4BR</i></p>	<p>14. Please use the Disability/Health Conditions section to tell us whether or not you consider yourself disabled. Some examples are as follows, but this is not an exhaustive list but may help you to answer the question. Hearing or visual impairments, mental health, speech impairment, learning disability and co-ordination, dexterity or mobility issues.</p>
<p>15. When applying for an Associate Support Staff role, in the 'Present Employment' section, leave blank the fields of the this section that makes reference to Teacher roles.</p>	<p>16. Please note by returning a completed application form, you are confirming the information you have provided is to the best of your knowledge, correct, true and accurate and you have not omitted any facts which may have a bearing on your application.</p>
<p>17. It is not possible to notify all applicants of the outcome of their application. Please assume you have not been successful, if you have not been notified of interview within 4 weeks.</p>	<p>18. The details you supply on the Monitoring Form will be stored separately to the information on the rest of the application form and will not be used as a basis for decision making within the selection process.</p>