

Supporting Candidates with Shorter Applications

Last updated:
MARCH 2025



Instructions on how to support candidates with shorter applications

Overview:

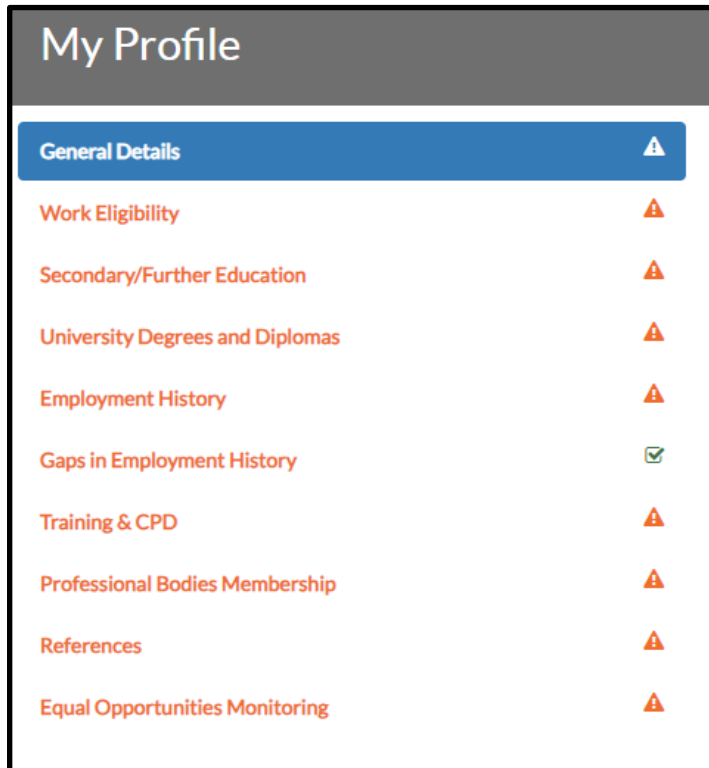
The following information can be used to support candidates who may not be required to complete the application in full. Examples where this may be needed are internal applications, volunteer positions and governor/trustee positions.

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a) Support with Completing the Profile

Not all areas of the candidate profile will need to be completed in full, depending on what information is required for the application form. The following will explain which sections need to be completed in full and which sections can be left blank or have reduced information added.

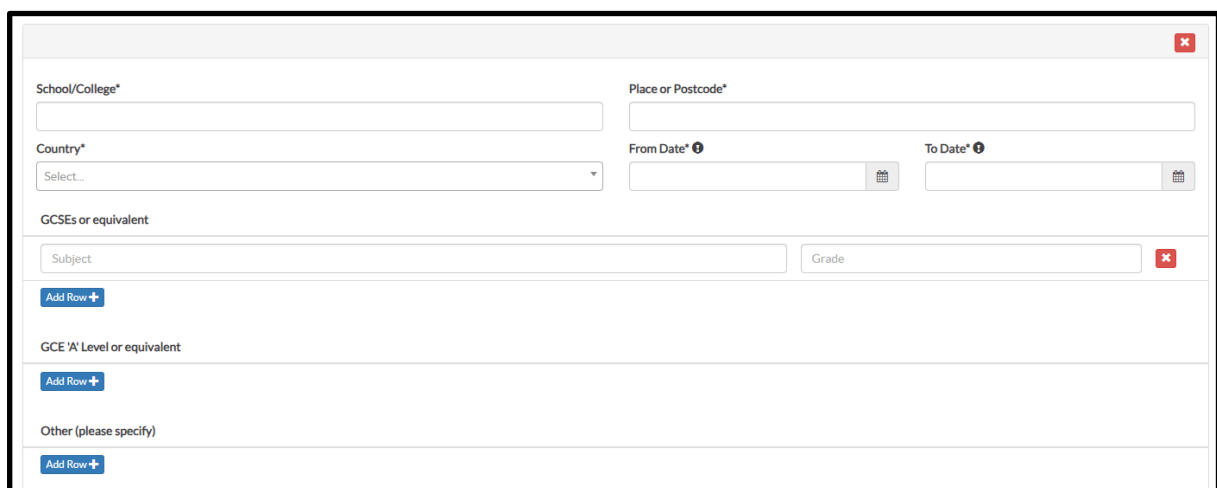


The screenshot shows a 'My Profile' page with a list of sections. Each section has a completion status icon: a red warning triangle for sections that need to be completed in full, and a green checkmark for sections that can be left blank or have reduced information added.

Section	Status
General Details	Warning
Work Eligibility	Warning
Secondary/Further Education	Warning
University Degrees and Diplomas	Warning
Employment History	Warning
Gaps in Employment History	Complete
Training & CPD	Warning
Professional Bodies Membership	Warning
References	Warning
Equal Opportunities Monitoring	Warning

General Details and Work Eligibility - these will need to be completed in full

Secondary/Further Education - At least one entry for secondary education will be required but the candidate can leave the grades blank:



The screenshot shows the 'Secondary/Further Education' form. It includes fields for School/College*, Place or Postcode*, Country* (a dropdown menu), From Date* (with a calendar icon), and To Date* (with a calendar icon). Below these are sections for GCSEs or equivalent, GCE 'A' Level or equivalent, and Other (please specify), each with an 'Add Row' button.

University Degrees and Diplomas - there is the option to tick to not add anything here (this will just leave the section blank on the application form):

☐ Select this box if you do not have any University Degrees and Diplomas to add to your application.

Institution*

Place or Postcode*

Country*

Course*

Qualification*

Grade*

Start Date*

End Date*

Leave blank if still present

Employment History - candidates can enter as many employments as required for the application here. There is also the option to tick to not add anything (this will just leave the section blank on the application form):

☐ Select this box if you do not have any Employment History to add to your application.

Organisation Name*

Place or Postcode*

Country*

Job Title*

Reason for Leaving*

Salary*

Start Date*

End Date*

Leave blank for present employment

Main Duties*

Add Another Employer

Gaps in Employment History - if there are any time periods between secondary education and the present day, this will flag up in the gaps section. The candidate can select the 'Other' option from the drop down list and add details explaining this information is not required

Reason for gap*

Please provide specific details*

Training & CPD and Professional Bodies Membership - there is a tick box if there are none to add (this will just leave the sections blank on the application form)

The image shows two form sections. The first section is for 'Training & CPD' and the second is for 'Professional Bodies Membership'. Both sections have a red circle around a checkbox that says 'Select this box if you do not have any [Training/Professional Bodies Membership] to add to your application.' Below each checkbox are input fields for 'Training/Course Title*', 'Organising Body*', 'Qualification*', and 'Date*'. At the bottom of each section is a blue button that says 'Add Another Training+' or 'Add Another Membership+'.

References - candidates must fill out both referees but, if these are not required, N/A can be entered into all fields other than the email address. An incorrect email address can be entered provided it is in email format. Within the Organisation Name field, the candidate would need to select 'Other' and then put N/A.

The image shows a form for 'First Referee'. It starts with a dropdown menu for 'What type of referee is this?' with the selected option being 'Employer - a referee from where you have previously been employed (e.g. your headteacher or line manager)'. Below this are fields for 'Title*' (Mr.), 'First Name*' (N/A), and 'Last Name*' (N/A). There is a section for 'Please explain why this referee is not your current/most recent Employer' with a text box containing 'N/A' and an 'Edit' button. Below this are fields for 'Organisation Name*' (Other) and 'Other Organisation' (N/A). There is a 'Job Title*' field (N/A). There are fields for 'Capacity Known*' (N/A) and 'Length Known*' (2 years, 10 months). There is a 'Work Address*' field (N/A, N/A, N/A, N/A). There is a link 'Add Address Manually'. There are fields for 'Postcode*' (N/A), 'Country*' (United Kingdom), 'Email*' (Na@na.com), and 'Contact Number*' (N/a). At the bottom is a checkbox 'I agree to this referee being contacted prior to any interview.' which is checked.

Equal Opportunities Monitoring - this section must be completed, although most sections have the option to choose not to say.

b) Support with the Personal Statement Section

If a full personal statement is not required for the job role, we recommend adding personal statement questions to the job advert instead. This removes the minimum character count of 2000 for the candidate and will provide them questions that they can easily answer.

To add these, tick 'Add specific personal statement questions for candidates?' and add as many questions as are required:

The feature provides the option to enter specific questions for the candidate to complete the in personal statement section of their application. To include, simply tick the box and enter the questions to include (up to a maximum of 10). The questions will auto-save into your 'Question bank' for future reference. If you do not include specific questions the candidate will be presented with the main Personal Statement box and asked to refer to the person specification to detail how they meet the requirements of the role.

☒ Add specific personal statement questions for candidates?

Personal Statement Question Bank

Select From Saved Questions ▼

- OR -

Add New Personal Statement Question

Enter Personal Statement Question...

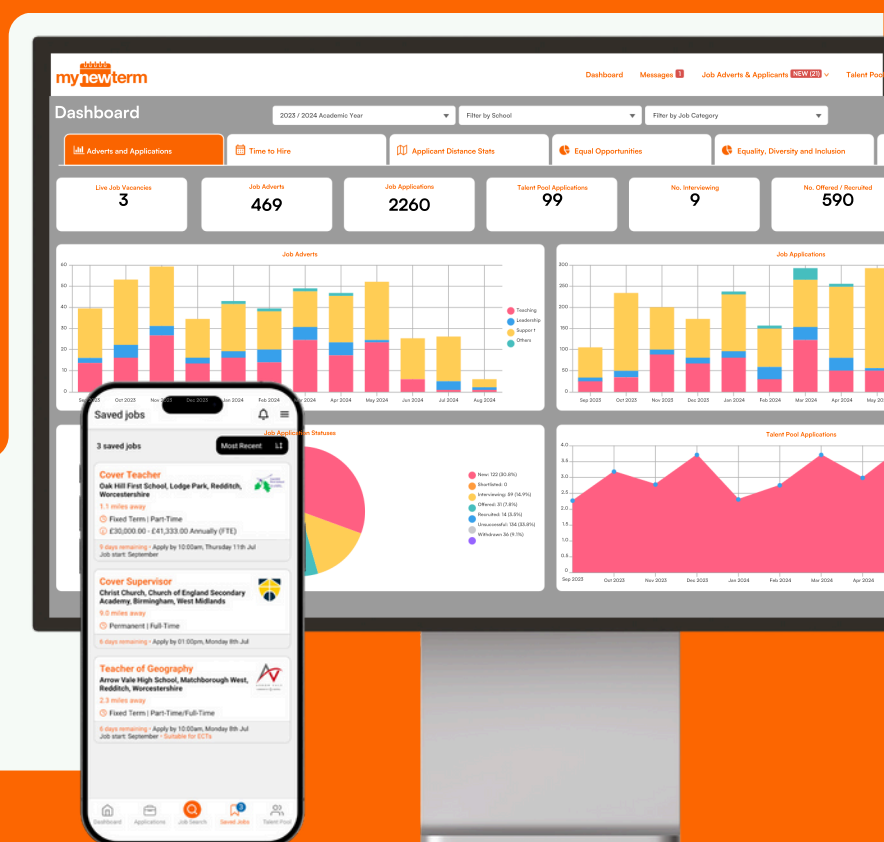
Add New Question +

c) Support with completing the Declaration Section

This section will need to be completed in full to comply with GDPR and KCSiE (Keeping Children Safe in Education). The candidate will also digitally sign their application here.



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