

Longcause

COMMUNITY SPECIAL SCHOOL



Guidance for Applicants

The enclosed application form is the first stage of the recruitment process and is used to shortlist all applicants. It is therefore important that the form is completed fully, clearly and accurately. This guidance is provided to help you complete your application.

1. **Read all instructions carefully**

Please read the instructions on the application form thoroughly before completing it and ensure all information is provided as requested.

2. **Review the job description and person specification**

Carefully read the job description and person specification to ensure you meet the essential criteria for the post and that the role is right for you.

3. **Complete all relevant sections in full**

You must complete all sections of the application form that are relevant to you, providing clear and detailed information. Incomplete applications may not be considered.

4. **Accuracy and honesty**

Applicants who conceal or misrepresent relevant information at any stage of the recruitment process will be disqualified from appointment or, if appointed, may be dismissed without notice.

5. **Meeting the person specification**

The person specification outlines the experience, skills and abilities required to carry out the duties of the post. All applications will be assessed against this specification. When completing your application, you must clearly demonstrate how your knowledge, skills and experience meet the essential and, where applicable, desirable criteria.

6. **Supporting statement**

The supporting statement is a key part of the application form. You should clearly cross-reference your skills, experience and abilities against the criteria listed in the person specification. Each criterion should be supported with relevant evidence, including examples of when you have demonstrated these skills. This may include experience gained outside of work, such as voluntary activities or interests.

7. Fair and consistent recruitment

Application forms are used to ensure information is presented in a standard format and that only information relevant to the selection process is considered. This ensures all applicants are treated fairly and consistently. CVs are not accepted and will not be considered at any stage of the recruitment process. Only information provided on the application form will be used during shortlisting.

8. Equality, diversity and reasonable adjustments

We are committed to equality of opportunity and welcome applications from all sections of the community. Plymouth City Council is committed to interviewing people with a disability who meet the essential criteria of the person specification and will make reasonable adjustments to support applicants with a disability throughout the application and selection process.

If you require assistance or reasonable adjustments, please contact Molly Holt on 01752 336881 or via email at mholt@longcause.plymouth.sch.uk.

9. Data protection

Information provided on the application form will be used solely for recruitment purposes and will be handled in accordance with data protection legislation.

10. Safeguarding and pre-employment checks

We are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. Any offer of employment will be subject to satisfactory pre-employment checks, including references, online searches conducted at the shortlisting stage, and an enhanced Disclosure and Barring Service (DBS) disclosure, in line with safer recruitment practices.