



Holy Cross Catholic
Multi Academy Company

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Guidance for Internal Applicants: Support With Shorter Applications



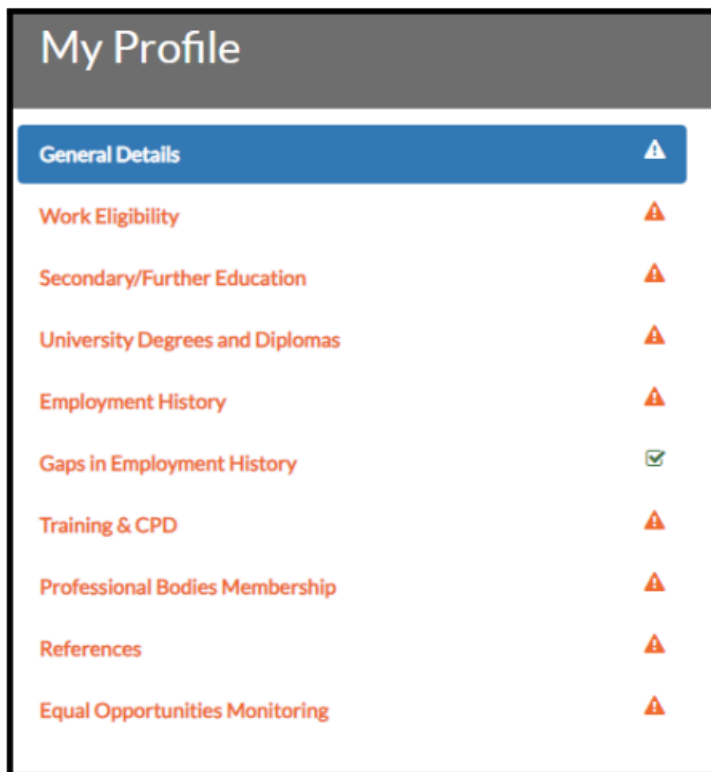
1. Overview

The following information is for **internal candidates only** where a full application form is not required, as the majority of information is already held on file from their initial recruitment into the organisation.

2. Support with Completing the Profile

Not all areas of the candidate profile will need to be completed in full. The following will explain which sections need to be completed in full and which sections can be left blank or have reduced information added.

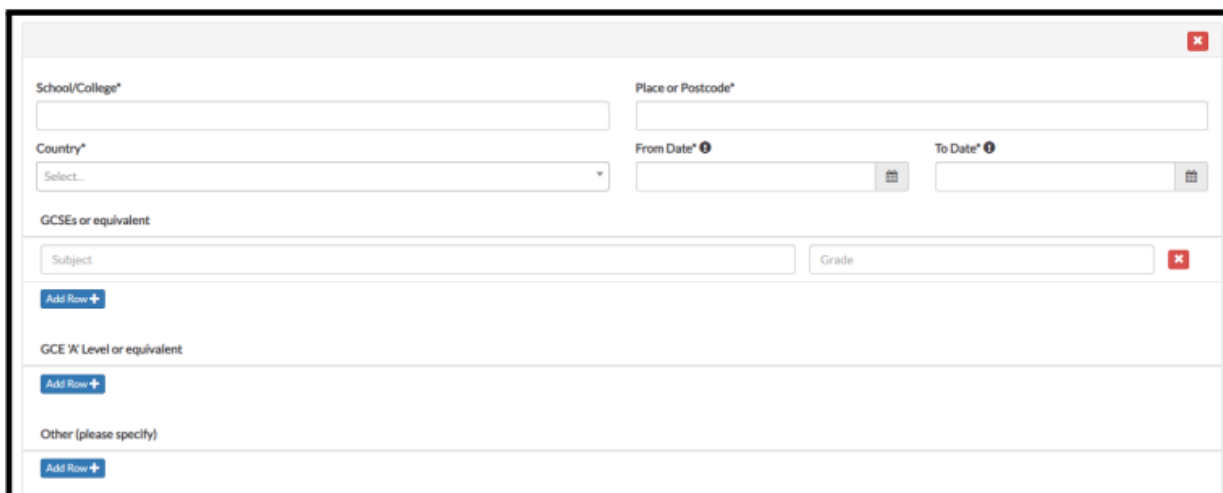
General Details and Work Eligibility - these will need to be completed in full.



The screenshot shows a 'My Profile' page with a list of sections. The 'General Details' section is highlighted in blue and has a white warning icon. The other sections are listed in red text and have a red warning icon, except for 'Gaps in Employment History' which has a green checkmark icon.

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

Secondary/Further Education - At least one entry for secondary education will be required but you may leave the grades blank.



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

University Degrees and Diplomas – internal applicants may choose to tick the option 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 – Internal applicants may tick the option 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 – Internal applicants can select the 'Other' option from the drop down list and add details explaining this information is not required:

Reason for gap*

Other (please specify)

Please provide specific details*

Training & CPD and Professional Bodies Membership – Internal applicants may use the tick box if there are none to add (this will just leave the sections blank on the application form):

Select this box if you do not have any Training and CPD to add to your application.

Training/Course Title* Organising Body* Qualification* Date*

[Add Another Training](#)

Select this box if you do not have any Professional Bodies Membership to add to your application.

Professional Body* Membership Level* Date*

[Add Another Membership](#)

References – the system requires candidates to fill out both referees but, as these are not required for internal applicants, 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 (e.g. na@na.com):

Title* First Name* Last Name*

Mr. N/A N/A

Organisation Name* Job Title* ①

N/A N/A

Capacity Known* ① Length Known* ①

N/A 0 years 0 months

Work Address*

Address not listed

[Add Address Manually](#)

Address Line 1* Address Line 2

N/A

Address Line 3 Town* County*

 N/A N/A

Postcode* Country* Email* Contact Number*

N/A United Kingdom Na@na.com 1111111

I agree to this reference being contacted prior to any interview.

What type of referee is this? ①

Employer - a referee from where you have previously been employed (e.g. your headteacher or line manager)

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

3. Support with the Personal Statement section

Schools are encouraged to replace the Personal Statement section with a specific question for internal candidates, which will remove the minimum character count of 2,000.

4. 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.