



## **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.

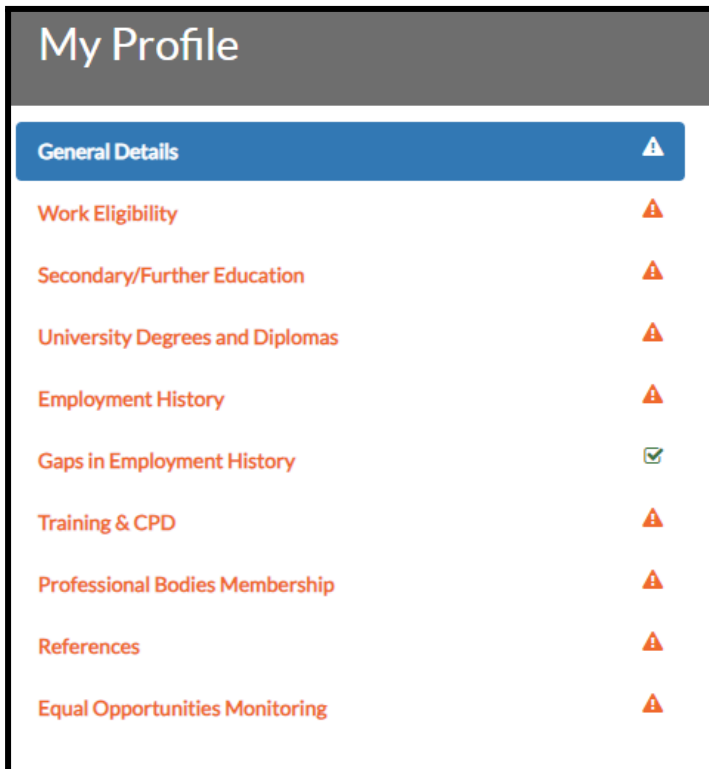
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## a) Support with Completing the Profile

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.

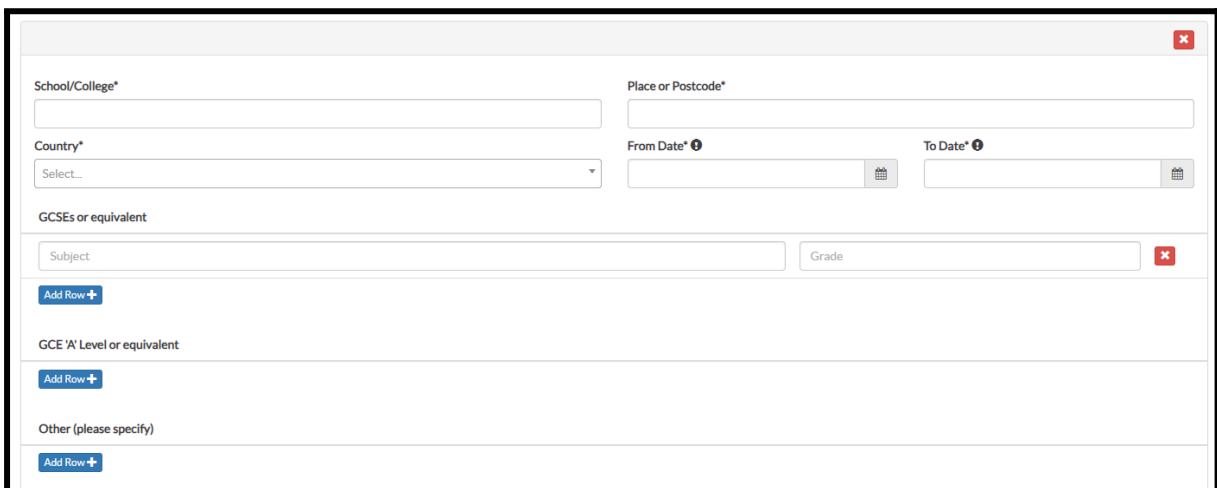


The screenshot shows a 'My Profile' page with a list of sections. Each section has a corresponding icon indicating its completion status:

- General Details: Warning icon (triangle with exclamation mark)
- Work Eligibility: Warning icon
- Secondary/Further Education: Warning icon
- University Degrees and Diplomas: Warning icon
- Employment History: Warning icon
- Gaps in Employment History: Checkmark icon
- Training & CPD: Warning icon
- Professional Bodies Membership: Warning icon
- References: Warning icon
- Equal Opportunities Monitoring: Warning icon

**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 with the following fields and options:

- School/College\* (text input)
- Place or Postcode\* (text input)
- Country\* (dropdown menu with 'Select...' option)
- From Date\* (calendar icon)
- To Date\* (calendar icon)
- GCSEs or equivalent section with a table:
  - Subject (text input)
  - Grade (text input)
  - Red 'X' icon for row deletion
  - 'Add Row +' button
- GCE 'A' Level or equivalent section with an 'Add Row +' button
- Other (please specify) section 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\*

**B** **I** **U** **☰** **☰**

[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 first screenshot shows a section for Training and CPD. It features a checkbox at the top:  Select this box if you do not have any Training and CPD to add to your application. Below this is a form with four input fields: Training/Course Title\*, Organising Body\*, Qualification\*, and Date\*. A blue button labeled 'Add Another Training+' is at the bottom right.

The second screenshot shows a section for Professional Bodies Membership. It features a checkbox at the top:  Select this box if you do not have any Professional Bodies Membership to add to your application. Below this is a form with three input fields: Professional Body\*, Membership Level\*, and Date\*. A blue button labeled 'Add Another Membership+' is at the bottom right.

**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.

The reference form includes the following fields and options:

- Title\*: Mr. (dropdown)
- First Name\*: N/A
- Last Name\*: N/A
- Organisation Name\*: N/A
- Job Title\*: N/A
- Capacity Known\*: N/A
- Length Known\*: 0 years, 0 months
- Work Address\*: Address not listed
- Address Line 1\*: N/A
- Address Line 2: (empty)
- Address Line 3: (empty)
- Town\*: N/A
- County\*: N/A
- Postcode\*: N/A
- Country\*: United Kingdom
- Email\*: Na@na.com
- Contact Number\*: 1111111

There is a checkbox:  I agree to this reference being contacted prior to any interview.

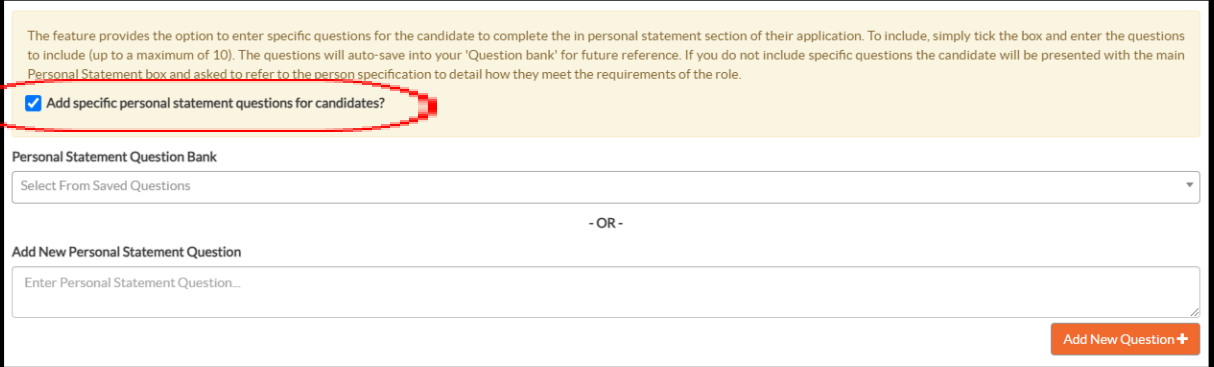
At the bottom, a dropdown menu asks: 'What type of referee is this?' with the selected option: 'Employer - a referee from where you have previously been employed (e.g. your headteacher or line manager)'. There is also a red 'Add Address Manually' link.

**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.