



Application Form Guidance

March 2024

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DULWICH COLLEGE

Dulwich Common, London, SE21 7LD

Telephone: 020 8693 3601 Fax: 020 8693 6319

Email: enquiries@dulwich.org.uk Web: www.dulwich.org.uk

Registered Charity No 1150064

Application Form Guidance

We appreciate the time and effort involved in applying for jobs and we want to try and help you as much as we can. Please consider the following guidance before completing and submitting your application form. When you apply for a job with Dulwich College selection for interview is based on the information that you provide on the application form, so make sure you include all your relevant skills and experience. You will have received:

- A job description (JD), – which gives you details about the job. It lists all the main duties and responsibilities that you will be required to carry out.
- A person specification (PS) – which tells you about the qualifications, skills, knowledge and experience you must have to do the job. These are listed as essential or desirable criteria.

All personal information gathered during the application process will be processed and retained in according with the College's Privacy Notice For Job Applicants which can be found on the website [here](#).

How to Apply

Before you apply you must register as a new user or sign into our online application system. You must use our standard online application form unless you have a disability or for any other reason arrangements have been made for you to use a different method of application.

You must answer all the mandatory questions on the application form.

Try and make sure that your application stands out by providing a fully completed, informative and interesting form. Do make sure that:

- all information that you provide is honest and accurate;



- all relevant parts of the application are completed clearly and concisely;
- all information is relevant to the job as detailed in the job description;
- your application meets the essential requirements of the person specification;
- you provide evidence of how your previous experience, skills and knowledge meet the essential or desirable criteria for the job. You can use examples from different areas of your life and not just employment;
- you provide a full and continuous history of your education or training and work or unemployment;
- you check for any spelling or grammatical errors. Do not rely on the computer spell check;
- you structure your application around the criteria needed for the job. This will make your application more relevant and easier to assess.

Do not:

- merely confirm that you meet the criteria in the person specification. You need to provide evidence of how you meet the criteria by giving examples from work, education or other interests;
- cut and paste information from other applications;
- exaggerate your achievements or abilities.

The Application Form

The online application form includes the following sections.

PART 1

Employment History – starting with your most recent employer, give your employer, job title, main duties, salary information, reason for leaving and the dates that you have worked for them.

Gaps in Employment – in line with safer recruitment guidelines we are required to see full employment history and all gaps in employment must be explained.



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Education & Qualifications – list here all the relevant academic qualifications you have achieved. You will need to list the institution where the qualification was studied, the name of the course, the title of the qualification, the grade you achieved and the dates of the course. If the vacancy requires a professional qualification as essential criteria, you will be required to bring your original certificates or other documentary evidence of qualifications to the interview if you are invited. We will require copies to keep on file.

Training and Continued Professional Development (CPD) - list here all the relevant training and CPD to the job you are applying for. You will need to list the training course, the organising body, qualification and date of the training. If the vacancy requires a particular training requirement as essential criteria, you will be required to show your original certificates or other documentary evidence. We will require copies to keep on file.

Professional Bodies Membership - you will need to list your membership body, type of membership and date of membership. If the vacancy requires a professional body membership as essential criteria, you will be required to show your original certificates or other documentary evidence. We will require copies to keep on file.

Supporting Statement – this is the most important part of your application. The information that you supply in this section will determine whether you are invited to attend for interview. The decision about inviting you to take part in the next stage of the selection process will be made by the recruitment panel based to a significant degree on the evidence you provide in this section. Try and match your relevant skills, knowledge and experience to the essential and desirable requirements in the person specification. It is not acceptable just to say that you have done something. You must qualify this by giving details of how you did it and what was involved.

To be invited to attend for interview you must be able show that you meet all the essential and ideally all the desirable criteria. You may still be invited for interview if you do not meet all of the desirable criteria.

Top tips to help you write your supporting statement are:

- read the person specification for the job thoroughly before you start



- think carefully about how you meet each of the job requirements by considering what you have done in the past
- if you have little or no work experience, think about the skills you developed at school, home, college, through voluntary work or a hobby that you can transfer to the workplace
- provide practical examples of real-life situations of when and how you used the particular knowledge, skill or experience
- write a response against all the essential criteria mentioned in the person specification
- keep to the word limit for your supporting statement
- use the essential criteria points as headings and the STAR model below to help structure your answers
- [use the STAR model](#) to help structure your answers to show your skills and experience.

What STAR stands for:

- **Situation** - briefly describe the context this took place in, for instance work, school, volunteering or another setting
- **Task** - briefly describe what you had to do and the purpose of the task
- **Action** - explain what you did, how and when you did it. Tell us about the processes you used, the reasons for the choices you made and the key things you did to deal with the situation.
- **Result** - tell us what the outcomes of your actions were and what difference they made

When using STAR, remember:

- you can use examples from work, home or volunteering
- keep examples short and to the point
- try to get your points across in a conversational way so as not to appear too rehearsed
- be prepared to answer follow-up questions about the examples you give

References – you must give the name, job title and contact details of referees who can comment on the last three years of your employment history or full-time education. One of your referees must be your current employer or most recent employer, if you are unemployed. If you work or have worked in education, then the referee should be the Headteacher or equivalent person. If you do not have a current or recent employer, then a reference from an upstanding member of the community such as a spiritual/religious leader, doctor, solicitor, a member of the police or former teacher may be acceptable. References from relatives, friends or partners in a personal capacity are not acceptable.



Referees will be asked about all disciplinary offences which may include those where penalty is time expired, if relating to children. Referees will also be asked whether you have been subject to any child protection concerns, and if so the outcome of any enquiry.

In accordance with Keeping Children Safe in Education statutory guidance, it is normal practice to take up references prior to interview and you will be asked to indicate if you agree to a referee being contacted prior to interview.

PART 2

It is our policy to ensure all appointments are made on merit. The details that you disclose in PART 2 of the Application Form will be removed before shortlisting begins to ensure that our recruitment processes remain fair for all applicants.

Personal details– you will be asked to provide your full name, preferred title, contact details, eligibility to work in the UK and National Insurance Number.

Eligibility to work - We are legally obliged to confirm for all employment that you are eligible to work in the United Kingdom before you start working for us. When you apply for a job with the council it is important that you are aware of and understand your eligibility status. Government restrictions apply to the employment of migrant workers. All successful applicants will have to provide documentary evidence before they start work that they are legally entitled to do so. Further details can be found in Appendix 1.

Teacher Status – if you are applying for a teaching role, we are required to verify your professional qualifications and to check that you are not subject to a prohibition order, or any sanction or restrictions. Here you will need to provide your teacher reference number and confirm that you are not subject to any sanctions or restrictions.

Disability – Dulwich College welcomes applications from people with disabilities. Applicants with disabilities who meet the essential criteria for the job are guaranteed an interview under the Interview Guarantee



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Scheme. You can also use this section if you would require any reasonable adjustments to be made at the interview stage. If your disability requires you to have the job information in a different format please contact us on 020 8693 3601 or at recruitment@dulwich.gov.uk.

Additional Information

Flexible working – you are asked to confirm if you are applying for the job on a part-time or job share basis.

Disclosure and Barring and Childcare Disqualification – the jobs that we advertise are subject to a Disclosure and Barring Service Check. Please see our Policy for The Recruitment of Ex-Offenders for information about the Rehabilitation of Offenders Act 1974. It is an offence to apply for a role if the applicant is barred from engaging in regulated activity relevant to children.

You are asked to confirm if you are registered with the update service and if so provide the details of the DBS certificate.

Declaration - this is the final part of the application. You are asked to confirm that you will provide:

- evidence of your right to work in the UK;
- verification of your identity;
- confirmation that you have the mental and physical fitness to carry out your work;
- acknowledgement that we will carry out online searches about you as part of our pre-employment checks, in order to identify any incidents or concerns which are publicly available.

You will be required to sign to confirm that the information you have entered in the application is correct and that you understand that your application may be rejected or that you may be dismissed without notice for withholding or giving false information.

You should check all the information in your application is correct before selecting the confirm option and entering the date you are submitting your application.



Before submitting your application, you should read the following documents, all of which are available on the College's website:

- the Safeguarding (Child Protection) Policy;
- the Recruitment Policy;
- Recruitment Of Ex-Offenders And Security Of Disclosure Information;
- the Privacy Notice for Job Applicants;
- the Disclosure & Barring Service's Privacy Policy for Standard and Enhanced Checks (<https://www.gov.uk/government/publications/dbs-privacy-policies>) (setting out how DBS will your personal data); and
- the Revised Code of Practice for Disclosure & Barring Service Registered Persons.

PART 3

Equality Monitoring - we are committed to the principle of equal opportunity in employment. Our policy is that no job applicant or employee shall receive less favourable treatment than another person because of their sex, gender reassignment, marriage and civil partnership, pregnancy or maternity, sexual orientation, age, disability, religion or belief, ethnic or national origin and are not disadvantaged by conditions or requirements which cannot be justified. In order to make sure this policy is working; we need to collect and analyse equality and diversity information of applicants.

Before Submitting Your Application Form

Get a second opinion - Why not get a friend to read it through for you? It can be hard to spot mistakes in your own work. They'll also be able to tell you if you've missed something out or if they think your application isn't clear. Ask them to be honest!

Review the application form - if you leave your application form for a day or two and then come back to it as you are more likely to spot mistakes.



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Apply on time - there will be a closing date for your application published on the advert. Make sure your advert is received by this date, as it will not be accepted otherwise. Please note that we are unable to accept applications via email, if you have missed the deadline.

After you have Submitted Your Application Form

- Once you have submitted your online application you will receive email notification to advise it has been successfully submitted.
- You will be able to log in to view your application at any time, alternatively you may download a copy.
- Your completed application form will be used to decide whether or not you are selected for an interview.
- If you have been unsuccessful with your application, you will receive an email advising you that you have not been successful on this occasion. We may ask you if you would like to be included in a talent pool for future vacancies.
- All the information you provide will be treated as confidential.

Interview

- If you are shortlisted for interview, you will be asked to complete a self-declaration regarding any criminal record you may have or information that would make you unsuitable to work with children.
- Details of when the interviews will be held are normally included in the vacancy advert.
- Interviews are arranged using our online system. You will receive a link via email confirming the interview details.
- If you are unable to attend any of the interview you should contact us via message and where possible, we will try to arrange a date and time that suits you.



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Appendix 1

Right to Work Checklist

The College will need to obtain original documents from either List A or B of acceptable documents as part of its right to work checks:

List A

1. A passport (current or expired) showing the holder is a British citizen or a citizen of the UK and Colonies having the right of abode in the UK.
2. A passport or passport card (in either case, whether current or expired) showing that the holder is an Irish citizen.
3. A document issued by the Bailiwick of Jersey, the Bailiwick of Guernsey or the Isle of Man, which has been verified as valid by the Home Office Employer Checking Service, showing that the holder has been granted unlimited leave to enter or remain under Appendix EU to the Jersey Immigration Rules, Appendix EU to the Immigration (Bailiwick of Guernsey) Rules 2008 or Appendix EU to the Isle of Man Immigration Rules.
4. A current passport endorsed to show that the holder is exempt from immigration control, is allowed to stay indefinitely in the UK, has the right of abode in the UK, or has no time limit on their stay in the UK^{[footnote 1](#)}.
5. A current Immigration Status Document issued by the Home Office to the holder with an endorsement indicating that the named person is allowed to stay indefinitely in the UK or has no time limit on their stay in the UK, together with an official document giving the person's permanent National Insurance number and their name issued by a government agency or a previous employer.
6. A birth or adoption certificate issued in the UK, together with an official document giving the person's permanent National Insurance number and their name issued by a government agency or a previous employer.
7. A birth or adoption certificate issued in the Channel Islands, the Isle of Man or Ireland, together with an official document giving the person's permanent National Insurance number and their name issued by a government agency or a previous employer.
8. A certificate of registration or naturalisation as a British citizen, together with an official document giving the person's permanent National Insurance number and their name issued by a government agency or a previous employer.



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List B Group 1

1. A current passport endorsed to show that the holder is allowed to stay in the UK and is currently allowed to do the type of work in question.
2. A document issued by the Bailiwick of Jersey, the Bailiwick of Guernsey or the Isle of Man, which has been verified as valid by the Home Office Employer Checking Service, showing that the holder has been granted limited leave to enter or remain under Appendix EU to the Jersey Immigration Rules, Appendix EU to the Immigration (Bailiwick of Guernsey) Rules 2008 or Appendix EU to the Isle of Man Immigration Rules.
3. A current immigration status document containing a photograph issued by the Home Office to the holder with a valid endorsement indicating that the named person may stay in the UK, and is allowed to do the type of work in question, together with an official document giving the person's permanent National Insurance number and their name issued by a government agency or a previous employer.

List B Group 2

1. A document issued by the Home Office showing that the holder has made an application for leave to enter or remain under Appendix EU to the immigration rules on or before 30 June 2021 together with a Positive Verification Notice from the Home Office Employer Checking Service.
2. A Certificate of Application (digital or non-digital) issued by the Home Office showing that the holder has made an application for leave to enter or remain under Appendix EU to the immigration rules (known as the EU Settlement Scheme), on or after 1 July 2021, together with a Positive Verification Notice from the Home Office Employer Checking Service.
3. A document issued by the Bailiwick of Jersey, the Bailiwick of Guernsey or the Isle of Man showing that the holder has made an application for leave to enter or remain under Appendix EU (J) to the Jersey Immigration Rules or Appendix EU to the immigration Rules (Bailiwick of Guernsey) Rules 2008, or Appendix EU to the Isle of Man Immigration Rules together with a Positive Verification Notice from the Home Office Employer Checking Service.
4. An Application Registration Card issued by the Home Office stating that the holder is permitted to take the employment in question, together with a Positive Verification Notice from the Home Office Employer Checking Service.
5. A Positive Verification Notice issued by the Home Office Employer Checking Service to the employer or prospective employer, which indicates that the named person may stay in the UK and is permitted to do the work in question.



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