

Guidance notes to help you complete the QEGSMAT application.

These notes are here to help you submit the best possible application you can. We strongly recommend that you read them before you start work on your application.

Before you start

Read carefully all the information about the post, especially the person specification, which lists the skills, knowledge, experience, and qualifications needed. Make sure you read it before filling in the online application. You may find you are required to only respond to some of the criteria set out in the person specification, if this is the case you should be guided as to which criteria to respond to in your application. Please refer to the Candidate pack for the job description and person specification.

Your online application and supporting personal statement are the only pieces of information we will use to decide whether or not to shortlist you. Unless you clearly demonstrate in your application how you meet the requirements of the post you may not be shortlisted.

Some points to bear in mind

- Your application should be written in a concise, well organised, and positive way.
- Use active words such as 'I planned,' 'I organised.'
- Do a rough draft first aiming to make impact throughout but especially with your first and last sentence. This avoids mistakes and allows you to organise your application properly.
- Do not submit the same application for all jobs. Remember no two schools will be looking for exactly the same thing so look at the requirements listed.
- Re-read what you have written, then look again at the person specification. Have you addressed all areas? Do you sound positive and confident? Have you shown that you are/will make a professional, capable teacher who enjoys working in a lively and diverse borough? Convey your suitability for the job but also aim to reveal a sense of your personality.

Completing your application

Please carefully read the Supporting information at the start of the application process. Do not leave any section blank. If it is not applicable, please indicate with N/A.

We are an equal opportunities employer and select candidates for interview on the basis of how well they complete their application. Please note that CV's can only be considered alongside a fully completed online application and additional sheets.

1. Personal details

It is important that you fill in this section accurately and in full. If you are currently at college/university, please ensure you give details of where you can be contacted upon campaign closure. Ensure you tick the check box on the address you use for your correspondence.

2. Address History

Ensure past addresses are added.

3. Education & Qualifications

If the role you are applying for is a Teaching role, you will need to add your Qualified Teacher Status, ensuring all sections are completed, Add a secondary/High School Education, click the **+ Add Institute**, complete all sections, name, country and to and from dates you attended this institute. Qualifications, you can use the drop down to select any qualifications obtained, ensuring you press **+ Add**, to add further qualifications obtained use the slide toggle button to add other qualifications, again ensuring you press **+ Add** to complete this section. Use the same process to add College/Further Education and University (Degrees or Diplomas), using this section to add your Qualified Teacher Status qualification details, ensuring you use the tick box if you did not attend either. For any further qualifications you have obtained, these can be entered in either of the next sections of your application.

4. Employment History

Use **+ Add Employment History** to add information, ensuring you tick the check box on the information for your current employer, if you are currently seeking employment you will need to enter the end date of your most recent employment. Ensuring all sections are completed. Employment history needs to be since leaving High School, any gaps incurred will show in this section, any edits to dates etc can be made by using the actions button. Any gaps will need to be explained at this stage.

5. Qualifications Match (Review Qualifications)

In this section you will see the qualifications you have previously entered, if these are a direct match to the desirable/essential qualifications you will need for the role you are applying for.

6. References

References will be requested before interview in line with the current version of Keeping Children Safe in Education statutory guidance, if you would like us to contact your current employer, please tick the check box, if you would prefer us to not contact your current employer, ensure you keep the check box unticked. All referees relating to an educational employment setting must come from the Headteacher/Principal themselves, regardless of your direct line manager and their role. All referees from a non-educational setting must come from your line manager. Please provide all current employment referees if you have multiple jobs or work for multiple supply agencies. We cannot accept two references from the same (or linked in anyway) to the same employment, personal email address will not be accepted. Where someone is unable to provide an employment history (due to no employment history or through long term unemployment) please provide a supporting reference from someone within a professionally recognised role instead, e.g. teacher, nurse, accountant etc, for this, a work email address will still be required as we will need to verify their trusted position is legitimate. For all NQT applicants we will usually take references from your main practice school and college tutor. A minimum of two references are required, please provide more if relevant. You may also be asked to provide further referee details to satisfy our recruitment checks. Please do not submit open testimonials with this application.

7. Additional Information

This is the most important part of your application, as it is where you show how you have the skills and knowledge for the post. You can view the person specification on this screen. You will need to explain/give examples of how your skills, knowledge and experience make you suitable for the job. Feel free to upload your CV, cover letter.

8. Declaration

Please ensure you fully understand and complete all sections.

9. Equal Opportunities

Please complete all sections. These categories have been recommended to the employers by the Commission for Racial Equality and are being collected to assist us to monitor the effects of its equal rights policy and to meet the requirements of the Race Relations (Amendment) Act 2000.

Early applications are encouraged. We reserve the right to interview and appoint prior to the closing date of the advertisement, should we identify an appropriate candidate.