

# Application Guidance



## Finding a position for you

The first step is finding the right opportunity on our [careers website](#). To find out more about the role, visits to schools and informal conversations are encouraged. Teaching and Leadership candidates are particularly encouraged to visit the school before applying. If you have any questions, or to arrange a conversation with the Principal/Line Manager, you should contact the school via email. For leadership vacancies, contact our Recruitment Specialist – [Kirsty Eyfe](#). When you've found a position and are ready to start your application, click 'Apply Now'.

**If it's the first time you're applying for a position, you'll need to create a secure account with a password which:**

- **has minimum of 8 characters**
- **has a combination of upper- and lower-case characters**
- **uses a minimum of two numbers or special characters**

If you have applied previously, you can copy sections from an existing application you have made within the past 12 months. You may even find a number of sections (if not all) are already pre-populated for you to tailor so you're not starting from scratch every time. From your account, you can save and return to, or check the status of, an application at any stage in the process.

# Completing your application

The jobs advertised on our [careers website](#) will have specific criteria and requirements relevant to the position, which are detailed in the supporting documentation for you to download. It's a good idea to download and save a copy of this for use later. For the protection of your data, applications must be made online via our careers website. We will not ask you for personal information relating to an application to be sent via email or Word document.

When completing your application, it's important you complete all the required sections so we can assess whether you are suitable and eligible for the post. Before submitting an application, you will need to provide the following information:

- **Personal details**
- **Employment history**
- **Education history**
- **Qualifications & training**
- **Three referees**
- **Knowledge, skills & experience**
- **Diversity, equality & inclusion**
- **Data consent & safeguarding declarations**

As part of the Knowledge, Skills and Experience section, it's important that you're able to explain why you're interested in the role, and how you meet the requirements detailed in the job description and person specification. If you are successful at the shortlisting stage and invited to attend an interview, you will be required to provide some formal, photographic ID at interview.

# Submitting your application

Each job has a specific closing date which will vary by academy and time of year, but ALL jobs have a deadline of midnight on the date of closing, unless otherwise specified. You must make sure you submit your application before the closing date. We advise that you submit your application as soon as possible and not wait until the last minute. On occasion, applicants may be interviewed as received and deemed suitable. This will be specified on the advertisement.

We can only consider those who submit a fully completed application online via our careers website, and we will not accept applications based solely on a CV. Once you submit an application, you'll receive an automatic email confirmation. If you have not received email confirmation your application may not have been submitted. Remember to check your junk/spam or by signing into your account to check the status of the application.