**NOTES FOR APPLICANTS**

Thank you for your interest in our vacancy at Akademi. These notes are to help you to make the most of your application.

Many applicants are probably extremely well qualified and experienced, and very suitable for a post, but their applications do not provide sufficient information to enable us to shortlist them and invite them for interview.

**Job description**

We have set out what we believe are the main requirements of the post although like most organisations we expect a flexible approach by all staff to their role.

This is not an exhaustive list, but the job description gives an idea of the purpose and scope of the role.

**Person specification**

The experience, knowledge and skills listed are required for the effective performance of the post. You may have not had the chance so far to demonstrate some of these skills in the workplace; if this is so, think of other areas (e.g. voluntary work, running the home) where you can demonstrate your aptitude in these areas.

**The short-listing process**

Short-listing is carried out purely on the information contained in your application. Candidates are assessed against the attributes of the person specification, and if these are not met, or if there is insufficient detail to make a judgement, the application is rejected.

**Please note: Akademi will require evidence of unrestricted eligibility to work in the UK subject to Board and immigration agency regulation before an appointment can be made.**

**Application Form**

**Please complete this form clearly in type or black/blue pen**

**All information given will be treated as strictly confidential**

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| **Position applied for:** |
|  |
| **Date:** |
| **Surname/family name:** |
| **First name/s:** |
| **Address:** |
| **Telephone No. (home)** |
| **Telephone No. (work or mobile)** |
| **Email:** |

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| --- | --- | --- |
| **Education (please start with the most recent)** | | |
| **Further / Higher Education (Name of college)** | **From - to** | **Examinations passed / grades** |
|  |  |  |
| **Secondary Education (Name of school)** | **From - to** | **Examinations passed / grades** |
|  |  |  |
| **Vocational / other studies (Name of centre, body, etc.)** | **From - to** | **Examinations passed / grades** |
|  |  |  |

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| **Professional qualifications / membership of professional bodies** |
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| **Career History** - Current or most recent details first  Please detail your complete work history and all time taken for career breaks, sabbaticals, studies, parenting, etc. Please do not send us your CV. Continue on additional sheets if necessary. | | | | | |
| **Employer** | **Position and main responsibilities** | **From** | **To** | **Leaving salary** | **Reason for leaving** |
|  |  |  |  |  |  |

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| --- | --- | --- |
| **Please provide us with details of any relevant training** | | |
| **Training** | **Description** | **Date** |
|  |  |  |

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| --- | --- |
| **Please outline your ICT skills** | |
| **Software** | **Competence** (basic, intermediate or advanced) |
|  |  |

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| --- | --- |
| **Referees** (One of which must be your current/most recent employer) | |
| **Name:** | **Name:** |
| **Position/Organisation:** | **Position/Organisation:** |
| **Address:** | **Address:** |
| **Telephone No.** | **Telephone No.** |
| **Email Address:** | **Email Address:** |
| **Relationship to/Knowledge of you:**  (We will only contact your referees if your application is successful) | **Relationship to/Knowledge of you:**  (We will only contact your referees if your application is successful) |

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| **Please give details of any criminal convictions** |
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| **Tell us why you think your experience and qualifications make you suitable for the post (maximum of two pages)** |
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| **Why are you interested in this position?** |
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| --- | --- |
| I certify that, to the best of my knowledge, the information I have provided is true and complete and can be treated as part of any subsequent contact of employment. Any false statement of omission may be sufficient cause for rejection or for an employment contact to be invalidated and the employee subject to disciplinary action of dismissal. | |
| **Signature of applicant** | **Date** |

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