



Shaftesbury Junior School

'We care, we share, for the future we prepare'



Guide to making a good application

Our children deserve the best. That means recruiting the best staff.

Expectations

- All sections of the application form to be completed with correct punctuation (capital letters and full stops). All names should be capitalised at the start: Shaftesbury Junior School.
- Capital I for the pronoun (not i).
- No mistakes on the application form.
- Tailor your application to make it specific to Shaftesbury (make sure you do NOT name a different school in the application).

Supporting statement

This is arguably the most important part of your application and where you will show that you meet the criteria for the job role applied for. Any advert will include a personnel specification which sets out the essential and desirable criteria. Your supporting statement should show how you meet each of these criteria. To get through the shortlisting process, you need to show how you have met each of the essential criteria. The more of the desirable criteria you meet, the stronger your application.

The best applications use the sections of the personnel specification for their paragraphs or headings. That ensures each point is covered. The best applications also give examples of how the applicant meets the criteria. As an example, *'I am able to remain calm in a stressful situation, for example, recently a colleague with an allergy suffered a severe reaction and I was able to stay calm and administer first aid. The result was that the colleague was kept safe and recovered well.'* Using the personnel specification to write your supporting statement will help your prospective employer to see how well you meet their criteria and earn you brownie points for making their job easier!

Occasionally, you may not have experience for a particular criterion yet. In these cases, it is always worthwhile being honest and mentioning it to show you understand what the employer is looking for and mention about training opportunities or talk about what you would do in that situation. This may be enough to get you invited to interview.

Do your research on the school. Visit if you can (this can make a big difference and make sure you ask plenty of questions). If not, look on their website. Pick something that is specific to that school and mention it. Flattery works!

Guidance

- Sell yourself. This is your opportunity to make a good impression with your potential new employer.
- Word process the application so it can be edited and saved. This is a professional document and should be treated as such. It sets the tone of how you will be seen in your professional duties. Show you have an eye for detail.



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- Spell-check! It is easy to make a typing mistake so ensure you run it through a spell checker. In these days, there is no excuse for spelling mistakes in an application.
- Have someone else read the application. It is easy to read what you think you have written rather than what you think you have written. Sometimes words can be missed out and this will not be picked up by a spell checker.
- Take time to complete the 'Hobbies and Interests' section. Whilst this won't necessarily help to secure an interview, it does show you as a person and you are trying to make a positive connection with your prospective employer. Present yourself as a well-rounded individual. However, don't make things up because you might be asked questions on it (I do!).

Karl Stewart
Headteacher