



## Longcause

Community Special School

### Guidance for Applicants

The enclosed application form is your first step in the recruitment process, and this is what we use to shortlist all applicants. It is therefore important to complete it fully, clearly and to the best of your ability. This guidance will help you complete the form.

1. Read the instructions on the application form carefully before completing it.
2. Read the job description and person specification to ascertain whether you fulfil the required criteria for the post, and whether this is the job for you.
3. Ensure you complete ALL sections of the application form which are relevant to you as clearly and fully as possible.
4. Applicants who conceal or misrepresent relevant information at any stage will be disqualified from appointment or, if appointed, may be dismissed without notice.
5. If you need more space please use a continuation sheet, marking it clearly as to which section it relates to.
6. If you are handwriting your application, please ensure it is completed legibly.
7. The Person Specification gives details of the experience, skills and abilities needed to carry out the duties. Every application will be compared against the person specification. When completing your application remember you must show clearly how your knowledge, skills and experience are relevant to the requirements of the post.
8. The supporting statement is one of the most important parts of the form. You should cross reference your skills against the criteria listed on the Person Specification. Each skill should be supported by evidence highlighting when you have demonstrated this skill. This can include interests outside of work
9. Application forms are used to ensure that information is presented in a standard format and that only information relevant to the selection procedure is provided. This ensures applicants are treated fairly and equally. **CV's are not accepted.**
10. Plymouth City Council is committed to interviewing people with a disability who meet the essential criteria of the person specification and will make reasonable adjustments to help a person with a disability through the application and selection process. If you require assistance

to support you during the application and selection process contact Molly Holt on 01752 336881 or at [mholt@longcause.plymouth.sch.uk](mailto:mholt@longcause.plymouth.sch.uk)

11. Completed application forms can either be posted to Longcause Special School, Longcause, Plympton St Maurice, Plymouth, PL7 1JB, or emailed to [mholt@longcause.plymouth.sch.uk](mailto:mholt@longcause.plymouth.sch.uk)
12. We are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. An enhanced DBS disclosure is required for this post along with pre-employment checks as part of Safer recruitment, this will include references and online searches at shortlisting phase.