

GUIDANCE NOTES FOR COMPLETING THE APPLICATION FORM

- Applications will only be accepted from candidates completing the Bootham School Application Form in full. CVs will not be accepted in substitution for completed application forms.
- Please complete and return the application form by the date indicated in the advert.
- Please ensure that you complete your name, and the post you are applying for, on the front page of the application form.

Section 3 - Previous Employment

Please provide a **full history** of your previous employment, in chronological order, since leaving secondary education. Include any periods of post-secondary education and training, part time and voluntary work as well as full time employment, with start and end dates. **Please account fully for any gaps in employment since leaving education.** Please use additional sheets as necessary.

Section 7 - Supporting Statement

Make full use of this section by writing plenty about your personal qualities, how your past work experience makes you suitable for this post, about any training you've had that is relevant to this post. Read the job description very carefully and write about how you meet the requirements of the job.

Section 9 - References

References - **one referee must be your current or most recent employer. References will not be accepted from relatives or from people writing solely in the capacity of friends.** Referees must be able to comment on your professional capabilities. References will be sought on shortlisted candidates prior to interview and we may approach previous employers for information to verify particular experience of qualifications, before interview.