

# Newly Qualified Teacher Application - Guidance Notes

Please read these Guidance Notes carefully before completing the application form.

The application form is the first step in the recruitment process, which may lead to an interview and the possible offer of a job, it is therefore important that you complete the application form as fully as you can.

After an initial screening process, if your application is successful, you will be invited for a first interview. If you are successful in this interview, your application will be circulated to all appropriate schools in Bracknell Forest who vacancies matching your strengths and Key Stage preference. Schools who are interested in your application will then contact you with details of the specific posts they have and invite you to a second interview.

Please do not attach CVs or Personal Statements as this information will be disregarded – please include all information in the relevant sections of the application form.

## Completing the application form

- (1) Please read all the questions thoroughly and ensure that you enter the correct information especially contact details and the names, addresses and email addresses of the people/organisations we will be requesting references from. We will request a reference from your training provider and your last placement school.
- (2) Please include **all** your Secondary, Further and Higher Education Qualifications including grades and detail of your route to Qualified Teacher Status.
- (3) Employment History - please include any employment and voluntary work you have undertaken but exclude any teaching practices you have completed as part of your teacher training as these are detailed elsewhere.
- (4) School Placements – please include all placements you have both completed and have yet to complete. Please list your last completed placement first.
- (5) Please attach a copy of your latest placement report to your application (this can be added in the CV Upload section).
- (6) Please take time to complete the **Tell Us About You** section. We want to know about the qualities and experience you will bring to your first teaching post in Bracknell Forest. We recommend that this should be a minimum of two hundred words. Please ensure you answer the question on the form, rather than use a generic personal statement.
- (7) Provide examples of the experiences that have influenced your own teaching style through your training, observations or own teaching practices.

- (8) **Do not send a CV with your application** – we believe that asking all applicants to complete an application form ensures fairness and consistency in our recruitment process and CVs will be disregarded.

**PLEASE NOTE:** If you are short-listed for interview, you will be asked to sign the declaration on your application form and declaration of convictions at the interview.

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## What happens next?

A panel of at least two people will select a shortlist, based on the information provided on your application form.

Short-listed candidates will be invited for interview with a panel of headteachers. You will receive details of the date and time of your interview initially by email, please confirm your attendance upon receipt. Please be aware, as there are a large number of interviews to organise, we are not always able to rearrange interview dates, so if you are unable to attend, please let us know as soon as possible.

We will notify you of the outcome of the interview by email within a week of the interview date. Further interviews with individual schools will follow once vacancies become available.

Unsuccessful candidates will be notified by email. If you would like feedback on why your application was unsuccessful, please contact us.

