



## Guidance for Completion of the Application for Employment Form

It is the Trust's policy to employ the best-qualified personnel and to provide equal opportunity for the advancement of employees including promotion and training and not to discriminate against any person because of their race, colour, national or ethnic origin, sex, sexual orientation, marital or civil partnership status, religion or religious belief, disability or age. All new posts within the Trust are subject to a probationary period.

Dragonfly Education Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

If your application is successful, the Trust will retain the information provided in this form (together with any attachments) on your personnel file. If your application is unsuccessful, all documentation relating to your application will normally be confidentially destroyed after six months. The personal information provide on this application form will be used for employment purposes and processed, held and accessed under the terms of the Data Protection Act 1998. No personal information will be passed to a third party without your permission.

Please remember the application form is an essential part of our selection process and the information you give will assist us in selecting a shortlist of candidates for interview. It is therefore important that you complete the application in full. If you wish to complete by hand please use black ink.

Please ensure that you relate any relevant information to the job description in order to demonstrate how your experience, achievements and/or potential fits the post for which you have applied.

## Completing your Application Form

- **Read** through the additional information and particularly study the advertisement, job description and person specification (where applicable)
- **Complete** as fully as possible all of the sections. If any information requested is not applicable to you then please state this in the relevant section
- **Curriculum Vitae (CV)** please do not enclose a CV. You are asked to complete the application form in full. If a CV is required this will be specifically requested. It is acceptable, however, to provide additional information in support of your application, but this should be relevant to the job you are applying for.
- **Returning your form** – All applications received are handled in accordance with the requirements of the Data Protection Act 1998. Please forward to:  
Human Resources, Writhlington School, Knobsbury Lane, Radstock BA3 3NQ. [jobs@writhlington.org.uk](mailto:jobs@writhlington.org.uk)

## People with Disabilities

In order to meet the requirements of the Disability Discrimination Act 1995, and our Equal Opportunities Policy to offer a guaranteed interview to people with disabilities who meet the basic job requirements, this form seeks information on whether you consider yourself to have a disability. As the Disability Discrimination Act contains definitions of what is meant by 'disability' or a 'disabled person' and 'substantial adverse effect', the following notes should help you to complete the answer relating to disability:

**Defining a disabled person** – a person has a disability if he/she has a physical or mental impairment, which has a substantial and long-term adverse effect on her/his ability to carry out normal day to day activities

**Impairment** – this covers physical and mental impairment including learning disabilities and hearing and sight impairments. ( An impairment has a substantial adverse effect if it affects)

**Substantial adverse effect** – this is something that is more than a minor or trivial effect, and is beyond the normal differences in ability, which exist

**Long-term effect** – This is one which has lasted or is likely to last for at least 12 months, or for the rest of a person's life. The loss of mobility due to a broken leg, which a person is likely to recover from in less than 12 months, or a long-term illness from which a person is likely to recover from within 12 months are not included

**Normal day-to-day activities** – these are activities carried out by people on a regular basis. It does not include activities which are normal only for a particular person, or a group of people.

Mobility	Manual dexterity	Physical co-ordination	Continence
Ability to lift, carry or move everyday objects	Speech, hearing or eyesight (excludes the wearing of spectacles)	Memory, or the ability to concentrate, learn or understand	

## Access Requirements

If, as a result of a disability you have requirements relating to the physical accessibility of the workplace, access to information in different formats or you require support in the way of aids/adaptations to equipment, it is important that you specify these on the application form.

In accordance with the guidance published by the DCSF any offer of employment made by the Trust will be conditional upon the Trust verifying the successful applicant's medical fitness for the role. Therefore, if your application is successful, you will be required to complete a medical questionnaire the responses to which will be assessed by the Trust's medical adviser before any offer of employment is confirmed. There may be circumstances when it will be necessary for the Trust's medical adviser to seek access to your medical records and/or for you to be referred to a specialist clinician.