



EDGEWOOD ACADEMY

Edgewood Academy

Guidance Notes for Completing the Application Form

Thank you for your interest in working at **Edgewood Academy**. These guidance notes are designed to help you complete the application form clearly and successfully. Please read them carefully before submitting your application.

Edgewood Academy is committed to **safer recruitment**, safeguarding and promoting the welfare of children and young people. All information requested is necessary to ensure a fair, transparent and safe recruitment process.

Before You Start

- Please complete **all sections** of the application form as fully as possible.
- Use **black ink or typed text** where possible.
- If a section does not apply to you, please write **“N/A”**.
- Do not submit a CV instead of the application form – CVs are **not accepted**.
- You may continue answers on a separate sheet if required, clearly labelled with your name and the section heading.

Section-by-Section Guidance

1. Personal Information

- Ensure your name matches official identification documents.
- Include **all previous names** (e.g. maiden name) to support safeguarding and identity checks.
- Provide current contact details, including a regularly checked email address.
- If you require any **reasonable adjustments** for the recruitment process, please indicate this in the relevant section.



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2. Employment History

- You must account for **all periods since leaving full-time education**.
- Include:
 - Employment
 - Voluntary work
 - Training
 - Career breaks
 - Periods of unemployment or family care
- Please ensure there are **no unexplained gaps** in dates.
- Clearly state your **reasons for leaving** each role.

This information is required as part of safer recruitment and will be explored further if you are shortlisted.

3. Qualified Teacher Information

- Complete this section if you are applying for a **teaching role**.
- You must hold **Qualified Teacher Status (QTS)**.
- Provide your teacher registration details where requested.
- Successful candidates will be required to provide original documentation.

4. Education and Professional Qualifications

- List all relevant qualifications in **chronological order**.
- Include degree-level and professional qualifications.



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- Copies of essential qualifications will be required if you are offered the role.

5. Training and Continuing Professional Development (CPD)

- List relevant training completed within the **last five years**.
- This may include safeguarding, SEND, SEMH, behaviour, or specialist training.
- Please include the **title, provider and date** of each course.

6. Supporting Information

This is a key section of the application.

- Please explain **how you meet the person specification** for the role.
- Use clear examples from your experience.
- You may wish to include:
 - Experience working with children or young people
 - SEND / SEMH experience
 - Safeguarding practice
 - Teaching approaches and values
- The supporting statement must be **no more than two sides of A4**, minimum font size 11.

7. References

- You must provide **two referees**.
- One referee should be your **current or most recent employer**, where possible.
- Referees should not be family members or friends.



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- Teaching role referees may be contacted **prior to interview**.

8. Right to Work and Safeguarding Declarations

- You must confirm your **right to work in the UK**.
- Please answer all safeguarding-related questions honestly.
- Shortlisted candidates will be asked to complete a **self-disclosure of criminal convictions**.
- Having a conviction does not automatically prevent employment; all disclosures are considered **fairly and confidentially**.

Failure to disclose relevant information may result in withdrawal of an offer.

9. Overseas Residence

- If you have lived or worked outside the UK in the last five years, please indicate this.
- Additional checks may be required in line with safer recruitment guidance.

10. Final Declaration

Before signing:

- Check that all information is **accurate and complete**.
- Ensure the form is **signed and dated**.
- Incomplete or unsigned forms may not be considered.

Submitting Your Application

- Return your completed application form to **Kate.Manning@Edgewood-academy.com**
- Applications must be received by **1st May 2026**



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- Shortlisted candidates will be contacted with further information about the next stage of the process.

Safeguarding Statement

Edgewood Academy is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. All appointments are subject to enhanced DBS checks and other pre-employment safeguarding checks.

Thank you for taking the time to apply to Edgewood Academy. We look forward to learning more about you.