



# Career opportunities

with the Pre-school Learning Alliance



## GUIDANCE NOTES FOR APPLICANTS

Thank you for your interest in working for the Pre-school Learning Alliance.

The decision on whether to invite you for an interview is made on the basis of the information you provide on the enclosed application form. The following notes are designed to help you make the best of your application:

- Please read through each section of the application form carefully. You may find it helpful to do a rough draft first.
- Please read the Job Description and Person Specification carefully. **You are shortlisted on the extent to which you demonstrate your ability to do the job and to meet the necessary skills/attributes, experience, and education/qualifications required in the essential criteria of the job description. If the job you apply for includes Core Management Competencies, you need to demonstrate how you meet the criteria for these competencies.**
- Complete the form in black pen or typescript so that it can be easily read and photocopied.
- Please complete all sections of the form. If a section does not apply to you, please mark it as such. Unfortunately we do not accept CV applications.

### References

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You should provide the names and addresses of two referees. If you are employed, one of your references should be from your current employer and one should be your immediate previous employer or school/college where appropriate. It is always advisable to let your referees know you have used their names before we contact them.

References may be requested when candidates are shortlisted for interview. If you do not wish us to approach your referees at this stage, please tick "NO".

If after your interview you do not give us permission to take up your references, we will be unable to consider your application further.

All job offers are subject to receipt of satisfactory references.

### Education and Qualifications

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You should give all the information required, including grades, dates and any special skills or training you have undertaken, even if it did not lead to a qualification.

### Employment

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This section should include any temporary, part-time or unpaid employment, including full addresses and dates of employment. You can continue on a separate sheet of paper if necessary.

### Experience/Relevant Skills

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This section of the application is very important, since it is where you make your case for the job. You will be assessed on your ability to meet the criteria set out in the Person Specification, so it is essential that you provide evidence of the skills and experience required for the post, preferably using specific examples. Please include details of relevant experience gained both inside and outside the workplace (i.e. any voluntary or community work).

### Declaration

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Please ensure you sign to declare that all the information given on your application is true and complete.

## Diversity and Equality Policy

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The Alliance aims to employ the best possible staff and intends to offer equality of opportunity by ensuring that no person is disadvantaged or discriminated against in seeking employment, or for any other reason during their employment with us.

Applicants will be considered on the basis of their suitability for the post, regardless of marital status, age, gender, race, culture, religious belief, ethnic origin or sexual orientation. Individuals will not be placed at a disadvantage by imposing conditions or requirements which are not justifiable.

We welcome applications from all sections of the community and value the individual differences that people can bring to our organisation. The Alliance expects all successful candidates to support our Diversity and Equality Policy.

To help us to ensure that our diversity and equality policy is effective, all applicants are requested to complete the Recruitment Monitoring Form.

**This information is confidential and is used for monitoring purposes only. This information is not available to the short-listing or interview panel.**

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If you have any special needs or requirements to assist you in making this application and/or attending the interview, if short-listed, please contact the Human Resources team using the details shown on your covering letter.

## Internal Applicants

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When you apply for another position within the organisation, it's important to realise that the Selection Panel will not necessarily know your career history. It is therefore essential that you refer to the job description and person specification, as advised to external applicants. The Selection Panel will not assume any knowledge of your current and previous job roles with the Pre-school Learning Alliance, so you will need to make this explicit.

## Working With Children

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The Alliance meets the requirements in respect of exempted questions under the Rehabilitation of Offenders Act 1974. If the enclosed job description states the post is exempt then employment to the post will be subject to a criminal record check from the Criminal Records Bureau before the appointment is confirmed. This will include details of cautions, reprimands or final warnings, as well as convictions. Further information can be found at [www.crb.gov.uk](http://www.crb.gov.uk) or by contacting the CRB information line on 0870 9090811. Any gaps in employment over the past 10 years must also be accounted for.

## Please Note

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It is our policy to make offers of employment based on the first spinal point of the advertised scale.

Offers made on a higher spinal point will be based on skills and experience. This will be at the discretion and approval of the Director of Human Resources.

## Finally

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When completed, read through your application form carefully, checking for errors and omissions. You may find it useful to keep a copy for yourself. If you have added additional pages, please ensure they are numbered.

All applications must be received by 12 noon on the stated closing date, applications received after this date will not be considered unless by prior arrangement.

If you require any further assistance, please feel free to contact the area to which you are applying or a member of the Human Resources team on 0207 697 2500 or by email [recruitment@pre-school.org.uk](mailto:recruitment@pre-school.org.uk).

## Thanks

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Thank you for your interest in the Pre-school Learning Alliance and for taking the time to complete the form. We look forward to receiving your application.