

Excellence in All



City of Norwich School  
An Ormiston Academy | *Excellence in all*

# Application Guide

**[OAT]**  
Ormiston Academies Trust  
AN OAT ACADEMY

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# *Guidance for applicants*

City of Norwich School has high aspirations for all its staff and provides excellent support both professionally and personally. This document has been produced to ensure that you understand the application process and what is required of you.

When applying for a position, it is important that you read through the advert and any supporting documents thoroughly, to ensure that you understand the requirements of the role.

If you have any difficulties in completing the application form, have any queries about the form or the application the process, or require any reasonable adjustments, please contact [hr@cns-school.org](mailto:hr@cns-school.org)



## *Completing the application form*

When applying for a vacancy here at City of Norwich School, you will need to complete an online application form. This will ask you for your contact details, as well as your educational background, work history, a personal statement and referee details.

It is important that you provide the name, phone number and email address of two referees. They must not work for the same organisation, and at least one of them should be your current or most recent employer. If you have previously worked in education, please ensure that at least one of your referees is the Headteacher of your previous employer.

You may copy and paste information into the form, although you may need to reformat it. All data is automatically saved so that you can move from page to page and return to it at a later date, without losing the information you have input. Once you complete and submit the form, you will not be able to change the data.

The application form must be fully completed and submitted before the deadline in order for it to be processed.

## *Completing the application form (cont.)*

### **Useful tips when completing the form:**

- Complete all the required sections fully.
- You will need to provide a personal statement. Some people find this is the most difficult part of the form and it requires careful planning and structuring. Further help on writing a personal statement can be found on the next page.
- Provide evidence that you meet the selection criteria and that you are qualified for the position. Give details on your suitability, relevant training and experience and submit good recent examples to support what you have said.
- Highlight any achievements that you feel will make you stand out from other applicants.

## *Writing a personal statement*

Part of the application form requires you to write a personal statement. This section is one of the most important parts of the application form and the one you should spend most of your time on.



The aim is to provide an easy-to-read statement that explains why you are applying, what skills and experience you would bring to the post, and why you want to work for City of Norwich School.

Thoroughly research the position and the school before you begin. Highlight the key skills and experience referred to within the essential and desirable criteria set out in the Person Specification, so that you can match your skills and experience to them.

## *Writing a personal statement (cont.)*

Your statement should be tailored to the role and include examples of how you meet the personal specification criteria. It is a good idea to incorporate key words used in the advert and job specification in your statement. Provide details of why you think you are the right person for the role, highlighting your most relevant skills.

### **You can use the STAR method when giving examples:**

- **Situation** – the situation you had to deal with
- **Task** – the task you were given to do
- **Action** – the action you took
- **Result** – what happened as a result of your action and what you learned from the experience

More information of the STAR method can be found on the [National Careers Service](#)

If you have any gaps in your career or unfinished qualifications, you may wish to explain these here. Give details of how any hurdles you have encountered have positively helped your development and talk about any skills that you have learned during this time.

Organisations such as [Disability Rights UK](#) can give you advice if gaps are due to a disability. You do not have to mention any disability at this stage if you would prefer not to.

## *What happens next*

Once you have submitted your application you will receive an email confirming receipt. You will also receive an additional email inviting you to register with our Applicant Gateway, which will allow you to download, delete or withdraw your application if you need to.

Once your application form has been reviewed, we will be in touch again to confirm if you have been selected for interview.

If you have not received an invitation to interview within five days of the closing date, you should assume that your application for the post has not been successful.