GUIDANCE FOR APPLICANTS FOR
DEPUTY GENERAL SECRETARY NASUWT

How to Apply

You will need to complete an application form in order to apply for this role.

The NASUWT does not accept CVs as part of the application process.

Prior to completing an application form please read the Job Description and Person Specification.

You are strongly advised to refer to these documents and make explicit reference to the points in them in your application in order to effectively demonstrate how your skills, experience and knowledge match our requirements.

For guidance on how to complete your application form please see below.

Completing the Application Form

There are five sections of the application form:
1. Personal Information;
2. Qualifications and Education;
3. Employment History;
4. Supporting information;
5. References.

1. Personal Information

Please complete this section, taking great care to enter the correct information. Contact details are kept for all applicants according to our Recruitment Policy in order for us to notify you regarding the status of your application.

You are required to notify us of any convictions, cautions, reprimands or final warnings that are not protected as defined by the Rehabilitation of Offenders Act 1974 Exceptions Order 1975 (as amended). If you have a conviction to declare please refer to Appendix 1.

2. Qualifications and Education

Please list in this section all your educational attainments from secondary school through to further or higher education e.g. GCSE's, 'A' Levels, BTEC, GNVQ, HND Diplomas, degrees. Successful applicants may be required to provide proof of relevant qualifications.

3. Employment History

Please list past and present employment starting with current or most recent. Include details about the position held, a brief description of duties, the date you commenced employment, the date you left it, and the reasons for leaving.

4. Supporting Information

In this section you need to demonstrate how you meet all the criteria listed on the Person Specification. You are not limited to that one page. You are requested to type rather than handwrite this part.

Please note that the Shortlisting Panel **will base their decision whether to shortlist you on how well you meet each of the criteria in the Person Specification. You are expected to use these criteria as headings, followed by a description with examples.**

This section is to provide evidence of your skills and experience for the panel to consider. Ensure you evidence each statement with a clear example or description of how you meet the criteria. The panel will not take account of unsupported statements (e.g. “I am a good communicator” or “I am very adaptable”) **nor** will they consider prior knowledge of candidates (e.g. internal applicants) who do not specify their relevant experience, skills etc.

Non-employment related information (e.g. voluntary and unpaid work) can also be cited as evidence.

5. References

We require you to supply us with the names of two referees. If you are employed, the first referee must be your present employer. If you are not currently employed the first referee must be your last employer.

6. Equal Opportunities Monitoring Form

Please complete this form and note that it is removed from your application by our administrators who are independent from the decision-making process. We report anonymously on equality data to inform our continued commitment to equal opportunities throughout our recruitment process.

How to send in your Application Form.

Once you have completed your application form and noted the relevant reference number for the position, you will need to send your form to PeopleandDevelopment@mail.nasuwt.org.uk . You are advised to send with a delivery and read receipt to ensure that it has been delivered.

APPENDIX 1 – Convictions, cautions and reprimands

Due to the nature of this post the NASUWT will conduct a standard DBS Disclosure if you are offered it. A standard DBS disclosure will provide information on Spent and Unspent convictions subject to the 'filtering guidelines' adopted by the DBS which limits the range of unspent convictions disclosed on a Standard Check. Please refer to https://www.gov.uk/government/publications/dbs-filtering-guidance for more information.

For reference, the length of time that an offence is 'unspent' is detailed below.

Sentence/Disposal	**Rehabilitation period if aged 18 or over when convicted/cautioned**	**Rehabilitation period if aged under 18 when convicted/cautioned**
A custodial sentence of over 4 years (for a Schedule 18 serious offence) or life imprisonment	Never spent	
A custodial sentence of over 4 (not for a schedule 18 offence)	7 years from completion of the sentence (including licence period)	3 years 6 months from completion of the sentence (including licence period)
A custodial sentence of over 1 year and up to 4 years	4 years from completion of the sentence (including licence period)	2 years from completion of the sentence (including licence period)
A custodial sentence of 1 year or less	1 year from completion of the sentence (including licence period)	6 months from completion of the sentence (including licence period)
Fine	1 year from conviction	6 months from conviction
Community order or youth rehabilitation order	Last day the order has effect (or 2 years from conviction if no end date is specified)	Last day the order has effect (or 2 years from conviction if no end date is specified)
Conditional Caution youth conditional caution, or diversionary caution	3 months (or when the caution ceases to have effect , if earlier)	
Simple caution or youth caution	Spent immediately	
Compensation order	On the discharge of the order (i.e. when paid in full)	