

GUIDANCE NOTES

To apply for the Cambridgeshire Teachers' Internship Programme 2019:

- **The Application Form**

Completing your application is the first stage of the selection procedure.

The information you provide is the only information we have about you and therefore it is essential that you complete your application form accurately and make it as detailed as possible, to provide us with a picture of you as an individual.

Before you start completing the form, please read the **Person Specification**.

Tips

We score candidates against all aspects of the person specification when shortlisting, so it is very important to make reference to each aspect of it in your application.

It may be helpful to make notes in draft form before you make your final application and ask someone to proofread all content before sending your application.

Always write in a positive manner, giving details of your responsibilities and experiences eg. *I was responsible for*

Schools in Cambridgeshire are committed to equal opportunities: please ensure that your letter of application shows that you are committed to this ethos and that inclusion of all pupils is important to you.

Experience & Qualifications

- Please list all your qualifications (including dates and levels of exams passed).
- Any previous employment details should be listed in date order, starting with the most recent.
- Any gaps in employment and / or training should be accounted for.

- **The Supporting Statement (section 4)**

The Person Specification will help you to put your supporting statement together. This is your opportunity to “sell” yourself and show how you meet the criteria.

Please write a statement, of no more than 1000 words, explaining why you would like to be considered for internship. Please provide examples of your previous experience and skills, making

explicit reference to the job profile and person specification, and stating whether you are interested in a primary or secondary school placement.

The information you provide is the only information we have about you and therefore it is essential that you make your statement as detailed as possible, to provide us with a picture of you as an individual. Your supporting statement is the key part of your application and selection for interview will be made on how well you come across on paper and how far you meet the person specification.

Before you start writing the statement, please read the **Job Profile and Person Specification**.

- **References**

You should provide the names and addresses of people who know you well and can comment on your suitability for the position. **Please note: these people should not be related to you.**

The appropriateness of your referees will be checked. For convenience and efficiency, we will be contacting your referees upon receiving your application. It is advisable to check with your referees first, to see if they are happy to provide a reference on your behalf.

Before you finish

- Please read through your application carefully, paying close attention to spelling, punctuation and grammar.
- Have you addressed all the areas of the person specification?
- The person specification is used to shortlist candidates, so ensure you have clearly demonstrated how you meet the criteria.

When to apply

When you are satisfied with your application, please submit it to us for consideration. Email your application to teachincambridgeshire@gmail.com and write 'Teacher Internship 2019' in the subject line.

The closing date for applications for the teacher internship programme is **Friday 15th February 2019**, at 12 noon. You may apply at any time up until the closing date.

If selected to attend for interview, you will normally be contacted by email, which will give you details of the interview date, time etc. **Interviews will be held in the week beginning 18th March 2019.** Please ensure that you check your emails on a regular basis and please remember to notify us as soon as possible if you will/will not be attending the interview.