

Guide for schools on two-part recruitment application form for teaching and non-teaching posts

To promote a fair and unbiased shortlisting process, the application form for this post is in two parts.

Part 1 is the personal information provided by the candidate.

Part 2 is the employment history, education and training and supporting statement provided by the candidate. The Recruitment Panel will only have access to the information given in part 2 for the shortlisting part of the recruitment process.

Schools will have to identify and include on the form the name and email of the person who the application forms will be returned to by the applicant in these boxes:

Contact name for sending application	
Contact telephone	
Contact email	

This can be the school business manager or another nominated person (application form co-ordinator). The nominated person should not be involved in the shortlisting or interviewing process. They will be responsible for keeping the application forms, adding the personal identifier of the candidate on the form, separating each part of the form and distributing the forms at the relevant stage of the recruitment process to the chair of the panel and other panel members.

Process

1. The application form co-ordinator will receive the completed application forms from applicants.
2. They will annotate the application form with a personal identifier to identify the candidate in the box provided for Part 1 and Part 2 of the application form. This can be a reference number or initials.
3. When the advert has closed, they will separate Part 1 and Part 2 of the form for each candidate.
4. They will send Part 2 of the forms to the chair and other members of the recruitment panel.
5. Once the panel have shortlisted, the application form co-ordinator will send the panel Part 1 of the candidate's application form.
6. The application form co-ordinator should update itrent (HR system) with the candidate's personal characteristic (equality monitoring information) provided.

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