

Guidance Notes for Candidates

Please read this information before you complete the application form.

Any part of our recruitment pack i.e. application form, job description, person specification or guidance notes is available in alternative formats on request.

Making an Application

Thank you for expressing interest in this vacancy. In this information pack you will find an application form, job description and person specification.

- You must complete the **application form** to apply for this vacancy. You may send in a CV to support your application but you must still complete the application form in full. **Proper completion of this form is an essential part of the selection process.**

- Each vacancy is based upon a **job description** and **person specification**. The job description lists the key responsibilities of the post. The person specification outlines the skills, knowledge, experience, and qualifications etc, which are either essential or desirable. **Remember you will be selected for interview based entirely on the information you provide in your application form.** So read the job description and person specification very carefully so that you know what the job involves, and match your skills, abilities and knowledge to it.

- **The completed application form must show that you meet all the essential criteria.** To make sure we treat all applicants fairly, we do not make assumptions about you, we only look at what you tell us about yourself in the application form.

- Complete all parts of the application form (including the Equal Opportunities Monitoring Form) and ensure that the information that you supply is clear, precise and is aimed at the job you are applying for. Always ensure that any additional sheets are securely attached to your application form.

- Please make sure you return your application form by the closing date. **No applications can be accepted once shortlisting for the vacancy has begun.**

- After the closing date, shortlisting will start. If we haven't contacted you within 28 days of the closing date you can assume that this time your application has been unsuccessful.

- Please keep free any interview date given, as it is not normally possible to re-arrange an interview.

- We welcome applications from all sections of the community and are pleased to help meet any requirements arising as part of the recruitment process, for example from

disability. We have an **Interview Guarantee Scheme**. If you have a disability you are guaranteed an interview if you meet the **essential** requirements of the job as set out in the person specification.

Guidance Notes on completing the Application Form

- **Please use Black ink/ball pen to complete the form, as it may be photocopied.**
- **Section titled Additional Information** - When completing this section of the application form please make sure that you describe fully here and how your experience, skills and abilities meet those described in the job description and person specification.
- **Previous Employment / Education History** - Please ensure **all** gaps in employment and education history are fully explained on your application form. We may wish to verify this information during the recruitment process.
- Certain jobs, typically those involving substantial access to children or vulnerable adults, require disclosure of all criminal convictions or cautions whatever their nature and whenever they occurred. For these jobs there is an independent check before an appointment is confirmed. It is important that you volunteer such information at the outset. Whether a job is of this type will be clear from the further particulars.
- **References** - In certain circumstances it may be necessary for us to contact more than 2 references. This might include contacting previous employers or to verify gaps in employment. In this situation you will be asked to provide contact information to enable us to take up these additional references.
- If you require any additional help or guidelines on completing your application please contact any names listed in the application pack. You may find it helpful to keep a photocopy of your application and any supporting information.
- **Date of Birth Information** - Individuals employed within Residential establishments must meet the minimum age requirements set out by the Department of Health

Equal Opportunities

We recognise the importance of promoting equality of opportunity across all service provision as well as in the employment of our staff. We aim to promote equality of opportunity for all with the right mix of talent, skills and potential and we welcome applications from diverse candidates.

We have a culture where employees are treated as individuals, and where differences are welcomed and embraced. We believe that equality is the responsibility of all employees and every employee can influence how equality is achieved within our Academies. To deliver this we will create an awareness and understanding of equality by ensuring that training and development is an integral part of every employee's individual personal development.

Commitment to employees

As a fair and reasonable employer we aim to provide equality for all our employees. To achieve this we will:

- Promote and implement best practice in recruitment and selection practices, including taking positive action to address identified imbalances.
- Put in place a fair and transparent pay structure.
- Treat employees with dignity and respect, acknowledge strengths and help to overcome any weaknesses through individual personal development plans and reviews.
- Promote equality of access to training, development and promotion.
- Create a working environment that challenges and eradicates prejudice, harassment, unlawful and unfair discrimination.
- Consult with employees regarding Wellbeing and work-life balance, implementing arrangements where they can be balanced with business need.
- Make reasonable adjustments for employees.

Data Protection Act

The Data Protection Act 1998 places responsibilities on us to process personal data that we hold in a fair and proper way. The Act came into force on 1 March 2000 and regulates the use of personal data, including any data you supply on this application form.

The information you give us will be kept confidential and will only be used for the purpose of personnel management.

The Trust may contact other organisations (such as the Criminal Records Bureau, previous employer(s), education establishments, etc) to check the factual information you have given on the application form. The information will be stored securely, both manually and electronically and destroyed after 12 months (maximum) if your application is unsuccessful.

If we offer you a job we will use some of the information you give us on the application form in your contract of employment.

The information you give on the recruitment monitoring form will **only** be used to monitor the application of our equal opportunities policy and the effectiveness of our recruitment and advertising strategies.

Further Information

The Immigration and Asylum Act 2006

We must take copies of evidence that you are able to legally work within the UK; the following list details the acceptable documents/ combinations of documents which we must see and copy:

Single documents (that we only need to see/copy once)

- A United Kingdom Passport
- A Passport/National Identity Card from a country in the EEA Agreement stating that the holder is a national of that country
- A United Kingdom residence permit, registration certificate or document certifying or indicating permanent residence issued by the Home Office/ UK Border Agency to an EEA national.
- A permanent residence card issued by the Home Office, UK Border Agency to the family member of a national of an EEA country or Switzerland.
- A Biometric Immigration Document (ID Card) issued by the UK Border Agency to the holder which indicates that the person named in it is allowed to stay indefinitely in the United Kingdom, or has no time limit on their stay in the UK.
- A Passport or other travel document stating the holder is 'exempt from immigration control', is allowed to stay indefinitely/has right of abode in the UK or has no time limit on their stay in the UK.

Combinations of documents (that we only need to see/copy once)

- An official document giving the person's permanent National Insurance Number and their name issued by a government agency or a previous employer in combination with one of the following documents:
- An immigration status document issued by Home Office/ Border Agency to the holder with an endorsement indicating that the person named has no time limit on their stay in the UK
- A full birth OR adoption certificate issued in the United Kingdom/ the Channel Islands, Isle of Man or Ireland
- A certificate of registration or naturalisation as British citizen
- A letter from the Home Office/ Border Agency confirming the individual can undertake the specific work in the UK

Documents that we need to see/copy every 12 months

- A Passport or other travel document showing the individual can enter the UK and is allowed to do the type of work in question, provided it doesn't require a work permit
- An ID Card issued by the UK Border Agency to the holder which indicates that the person named in it is allowed to stay in the United Kingdom, and is allowed to do the work in question.

- A work permit or other approval to take employment issued by the Home Office or the UK Border Agency IN COMBINATION WITH a passport or another travel document/letter endorsed to show the holder can stay in the UK and is allowed to do the work in question.
- A Certificate of Application issued by the Home Office or the Border Agency to or for a family member of a national of a EEA/ Switzerland stating that the holder is permitted to take employment which is less than 6 months old IN COMBINATION WITH evidence of verification by the UK Border Agency Employer Checking Service
- A Certificate of Application issued by the Home Office or the Border Agency to or for a family member of a national of a EEA/ Switzerland stating that the holder is permitted to take employment, which is less than 6 months old
- An Application Registration Card issued by the Home Office or UK Border Agency stating that the holder is permitted to take employment IN COMBINATION WITH evidence of verification by the UK Border Agency Employer Checking Service
- An Immigration Status Document issued by the Home Office/Border Agency to the holder with an endorsement indicating that the person named in it can stay in the United Kingdom, and is allowed to do the type of work in question IN COMBINATION WITH A document issued by a previous employer or Government agency which contains the National Insurance number of the holder.
- A letter issued by the Home Office or the UK Border Agency to the holder or the employer or prospective employer, which indicates that the person named in it can stay in the UK and is allowed to do the work in question IN COMBINATION WITH a document issued by a previous employer/Government agency which contains the NI number and name of the holder.

The Rehabilitation of Offenders Act 1974

What is the Rehabilitation of Offenders Act?

The Rehabilitation of Offenders Act was introduced to make sure that you are not discriminated against when applying for jobs, if you have been convicted of a criminal offence and you have not re-offended for a period of time since the date of your conviction.

The Act allows certain types of convictions to be treated as "spent" after a certain (variable) period of time. You are no longer legally required to disclose to us convictions that have become "spent", unless the post you are applying for is exempted. In the case of more serious crimes, such as where the sentence is more than 30 months imprisonment, the conviction can never become "spent" and must always be taken into account.

Exceptions Orders exist to protect vulnerable client groups such as children, young people, the elderly, sick or disabled. In such cases, we are legally entitled to ask you for details of **all** convictions, even if they are "spent" or "unspent" under the Rehabilitation of Offenders Act.

Cautions, reprimands and final warnings are not criminal convictions and are not covered by the Rehabilitation of Offenders Act. They become "spent" immediately and we may only consider them when appointing to exempted posts.

Having an "unspent" conviction will not necessarily bar you from employment. This will depend on the circumstances and background to your offence(s). However, as some of our positions meet the requirements in respect of exempted questions under the Rehabilitation of Offenders Act 1974, **all applicants who are offered employment to one of these posts will be subject to a criminal record check from DBS before the appointment is confirmed.** This will include details of cautions, reprimands or final warnings, as well as convictions.

For all other criminal convictions you will only need to disclose any convictions that are **not** 'spent'. A conviction is regarded as spent if you have served a 'rehabilitation period'. These periods vary according to the sentence received.

SAFEGUARDING

The Trust is committed to Safeguarding and Promoting the Welfare of all of its students. Each student's welfare is of paramount importance. We recognise that some children *may* be especially vulnerable to abuse e.g. those with Special Educational Needs, those living in adverse circumstances. We recognise that children who are abused or neglected may find it difficult to develop a sense of self-worth and to view the world in a positive way. We recognise that some children who have experienced abuse may harm others. We will always take a considered and sensitive approach in order that we can support all of our students.

The Trust's Child Safeguarding Policy applies to all adults, including volunteers, working in or on behalf of the Trust.

'Everyone in the education service shares an objective to help keep children and young people safe by contributing to:

- Providing a safe environment for children and young people to learn in education settings; and
- Identifying children and young people who are suffering or likely to suffer significant harm, and taking appropriate action with the aim of making sure they

are kept safe both at home and in the education setting'. *Safeguarding Children and Safer Recruitment in Education DfES 2007*

The Trust pays full regard to DfES guidance 'Safeguarding Children and Safer Recruitment in Education' Jan 2007. We ensure that all appropriate measures are applied in relation to everyone who works for the Trust who is likely to be perceived by the children as a safe and trustworthy adult including e.g. volunteers and staff employed by contractors. Safer recruitment practice includes scrutinising applicants, verifying identity and academic or vocational qualifications, obtaining professional and character references, checking previous employment history and ensuring that a candidate has the health and physical capacity for the job. It also includes undertaking interviews and, where appropriate, undertaking List 99 and Criminal Records Bureau checks completing the academies disqualification declaration forms.