

# 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. If you need a copy of this information in large print, Braille, another language or on cassette, please ask us.**

## **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. CV's will not be accepted.
- 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 complete the form electronically or use black ink/ball pen to complete the form, as it may be photocopied.
- Section titled - Letter of Application/ Additional Information - When completing this section of the application form please make sure that you describe fully here how your experience, skills and abilities meet those described in the job description and person specification.
- Sections titled - Rehabilitation of Offenders Act, Immigration and Asylum Act and the Recruitment Monitoring Form - Guidance on completing these sections and the recruitment monitoring form is provided below.
- 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 and if you are shortlisted you will be sent a criminal records/ safeguarding self-disclosure form to complete. 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. Please note that all references will be contacted at shortlisting stage.
- One reference must be from your current employer or most recent employer.
- If the reference is from an education setting, then the reference must come from the Headteacher/ Principal, or at least be verified by them as accurate.
- 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.

## **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. Our Equal Opportunities Strategy supports our commitment to promoting inclusion and the provision of high quality, accessible services that meet the needs of our diverse community, and we will work towards ensuring that our staff reflects the diversity of the community.

We will develop 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 the

Academy. 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 and potential 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 the needs of the academy.
- Make reasonable adjustments for employees.

### **Canvassing/ Relationship to Members or Employees**

You must tell us in writing if, to your knowledge, you are related to an employee or governor of the academy.

We will not appoint you if you canvass any employee or governor of the academy.

### **Proof of Qualification**

You will have to provide proof of relevant qualifications during the selection process.

### **Identification**

You will be required to confirm your identity (full name, address and date of birth) during the selection process.

### **Confirmation in Post**

During the recruitment and selection process we will ask for a variety of information from you. For example, we will ask about your qualifications, your employment history and you will be asked to complete a medical questionnaire. You will be confirmed in post only once we have checked and are satisfied with this information and following a probationary period (where applicable).

### **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 academy may contact other organisations (such as the Disclosure and Barring Service, 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 will conduct a right to work check before we employ a person to ensure they are legally allowed to do the work in question, this can be done through either a manual right to work check or a Home Office online right to work check.

### **Conducting a manual document-based right to work check**

When carrying out a manual right to work check, you will be required to provide original documents from either List A or B of acceptable documents:

List A

1. A passport (current or expired) showing the holder is a British citizen or a citizen of the UK and Colonies having the right of abode in the UK.
2. A passport or passport card (in either case, whether current or expired) showing that the holder is an Irish citizen.
3. A document issued by the Bailiwick of Jersey, the Bailiwick of Guernsey or the Isle of Man, which has been verified as valid by the Home Office Employer Checking Service, showing that the holder has been granted unlimited leave to enter or remain under Appendix EU to the Jersey Immigration Rules, Appendix EU to the Immigration (Bailiwick of Guernsey) Rules 2008 or Appendix EU to the Isle of Man Immigration Rules.
4. A current passport endorsed to show that the holder is exempt from immigration control, is allowed to stay indefinitely in the UK, has the right of abode in the UK, or has no time limit on their stay in the UK.
5. A current Immigration Status Document issued by the Home Office to the holder with an endorsement indicating that the named person is allowed to stay indefinitely in the UK or has no time limit on their stay in the UK, together with an official document giving the person's permanent National Insurance number and their name issued by a government agency or a previous employer.
6. A birth or adoption certificate issued in the UK, together with an official document giving the person's permanent National Insurance number and their name issued by a government agency or a previous employer .

7. A birth or adoption certificate issued in the Channel Islands, the Isle of Man or Ireland, together with an official document giving the person's permanent National Insurance number and their name issued by a government agency or a previous employer.
8. A certificate of registration or naturalisation as a British citizen, together with an official document giving the person's permanent National Insurance number and their name issued by a government agency or a previous employer.

#### List B Group 1

1. A current passport endorsed to show that the holder is allowed to stay in the UK and is currently allowed to do the type of work in question
2. A document issued by the Bailiwick of Jersey, the Bailiwick of Guernsey or the Isle of Man, which has been verified as valid by the Home Office Employer Checking Service, showing that the holder
3. has been granted limited leave to enter or remain under Appendix EU to the Jersey Immigration Rules, Appendix EU to the Immigration (Bailiwick of Guernsey) Rules 2008 or Appendix EU to the Isle of Man Immigration Rules.
4. A current immigration status document containing a photograph issued by the Home Office to the holder with a valid endorsement indicating that the named person may stay in the UK, and is allowed to do the type of work in question, together with an official document giving the person's permanent National Insurance number and their name issued by a government agency or a previous employer.

#### List B Group 2

1. A document issued by the Home Office showing that the holder has made an application for leave to enter or remain under Appendix EU to the immigration rules on or before 30 June 2021 together with a Positive Verification Notice from the Home Office Employer Checking Service.
2. A Certificate of Application (digital or non-digital) issued by the Home Office showing that the holder has made an application for leave to enter or remain under Appendix EU to the immigration rules (known as the EU Settlement Scheme), on or after 1 July 2021, together with a Positive Verification Notice from the Home Office Employer Checking Service.
3. A document issued by the Bailiwick of Jersey, the Bailiwick of Guernsey or the Isle of Man showing that the holder has made an application for leave to enter or remain under Appendix EU (J) to the Jersey Immigration Rules or Appendix EU to the immigration Rules (Bailiwick of Guernsey) Rules 2008, or Appendix EU to the Isle of Man Immigration Rules together with a Positive Verification Notice from the Home Office Employer Checking Service.
4. An Application Registration Card issued by the Home Office stating that the holder is permitted to take the employment in question, together with a Positive Verification Notice from the Home Office Employer Checking Service.
5. A Positive Verification Notice issued by the Home Office Employer Checking Service to the employer or prospective employer, which indicates that the named person may stay in the UK and is permitted to do the work in question

### **Conducting a Home Office online right to work check**

Some individuals have been issued with an eVisa and can only use the online service to prove their right to work.

Biometric Residence Card (BRC), Biometric Residence Permit (BRP) and Frontier Worker Permit (FWP) holders are also only able to evidence their right to work using the Home Office online service. This means we cannot accept or check a physical BRC, BRP or FWP as proof of right to work and will instead conduct an online check.

## **The Rehabilitation of Offenders Act 1974**

### **Exemption from the Rehabilitation of Offenders Act 1974**

Ex-offenders have to disclose information about spent, as well as unspent convictions if the job for which they are applying is exempted from the Rehabilitation of Offenders Act 1974.

### **How this affects school-based positions**

All school-based roles are exempt from the Rehabilitation of Offenders Act as the work brings employees into contact with children who are regarded by the Act as a vulnerable group. Applicants for school-based jobs must, therefore, disclose all spent and unspent, unfiltered convictions.

All applicants who are offered employment in our organisation will be subject to a criminal record check from the Disclosure and Barring Service before an appointment is confirmed. This will include details of cautions, reprimands and warnings as well as spent and unspent, unfiltered, convictions. An enhanced DBS (check) may also contain non-conviction information from local police records which a chief police officer thinks may be relevant.

Having a criminal record will not necessarily bar someone from working in our schools.

Criminal records will be taken into account for recruitment purposes only when the conviction is relevant.

**Please note - It is an offence to apply for this role if you are barred from engaging in regulated activity relevant to children.**

**If you need a copy of this information in large print, Braille, another language or on cassette, please ask us; call 01785 276480**

