



## RECRUITMENT GUIDANCE NOTES

Please read our separate *Privacy Notice for Job Applicants* for more information on why we ask for your personal data and how we handle it.

### **Completing the application form**

The application form is the main source of information used to decide whether you will be selected for further consideration. Please complete all parts of the application form, carefully considering the requirements of both the job description and the person specification.

Please detail your full employment history, including the reason for any gaps in employment, within your application form. The gaps in employment will be discussed with you if you are selected for interview.

As we need the same range of information from all candidates we are not able to accept CVs or testimonials in place of an application form.

Please read the Declaration at the end of the application form and ensure you understand what it sets out before signing.

The hiring manager will not see equal opportunities section This is used only for statistical monitoring purposes and is automatically hidden from view when your application is sent to the recruiting manager. It will not be considered during the shortlist selection process.

### **Referees**

All roles within our schools will bring you into contact with children. We therefore operate a Safer Recruitment policy in line with the guidance in '*Keeping Children Safe in Education, 2018*'. You will need to give the names, addresses and contact details of two people who can provide references for you and these will be taken up prior to any interview. One must be your current employer or last employer if you are currently unemployed. You should provide details of referees, including your current and previous employers, covering the last 5 years. As part of our Safer Recruitment policy, if your employment history does not cover the last 5 years, you will need to provide details of personal referee(s) to cover gaps in employment or covering the entire last 5 years. The personal referee is someone in a professional capacity but

does not have to be your manager. A personal referee cannot be related to you in any way.

### **Supporting Statement**

Please read the job description and person specification carefully, so that you understand what the position involves. As part of the selection process, you will need to explain how you meet the key requirements for this role listed in the person specification. When explaining how you meet each of the requirements, please give examples that clearly demonstrate your skills, knowledge and experience. When writing your examples give a brief description of the situation or task but focus on the actions you took and the result of your actions.

### **Disclosure and Barring Service**

We select all candidates for interview based on their skills, qualifications and experience. At interview, or in a separate discussion, we will ensure that an open and measured discussion takes place on the subject of any offences or other matter that might be relevant to the position.

We will require you to obtain an Enhanced Certificate of Disclosure from the Disclosure and Barring Service (DBS) and we administer this process. Having a criminal record will not necessarily bar you from working with us. This will depend on the nature of the position and the circumstances and background of your offences.

### **Medical Clearance**

All appointments will be subject to medical clearance and this will be arranged with our occupational health provider. You do not need to declare any medical conditions prior to the job offer stage.

You should let us know in advance if you require any adjustments to attend the interview.