

## GUIDANCE NOTES – APPLICATION PROCESS

### The Application Form

This application form has been designed based on safer recruitment practices and employment legislation relating to recruitment and selection.

In order to reduce the chances of unfair discrimination, Section One of the form will not be considered as part of the shortlisting process. Details relating to criminal convictions will be passed on to the interview panel once shortlisting has taken place. This may be discussed at your interview. All other information from Section One will be used for the purposes of recruitment monitoring only and will not form part of the recruitment decision.

Please do not include a CV as this will not be considered.

You should also have received a job description and person specification.

In detailing how you meet the essential requirements/criteria of the job, you must base your response on the person specification and give real examples. Stating that you have the requirement without providing examples will not be regarded as suitable evidence. Examples can be used from both work and other personal situations, for example voluntary work. Ideally, you should demonstrate your suitability in the order of the essential requirements as set out in the person specification.

It is essential to explain any gaps in your work history. This is in line with safer recruitment guidance.

Providing false information on this form may lead to a withdrawal of any conditional offer of employment, or disciplinary procedures potentially leading to dismissal without notice if you have already been appointed.

Please return applications to the specified person as detailed in the advert.

### The Recruitment Process

Academy 360 is committed to provide a fair and equitable recruitment process.

A selection panel will consist of at least two people who will shortlist and interview. At least one panel member will be trained in safer recruitment. The panel will shortlist based on the information you have provided in relation to the person specification. Successful candidates will be called for further assessment which will include an interview and may also include other selection activities. Details of the format of the interview day will be sent to you in advance.

References will be sought from two sources. One referee must be your current or most recent employer; and if your current role does not involve working with children, the second reference must be the name of a previous employer where the role involved working with children (where applicable). If you have not been employed previously, please give details of a school, college or university tutor. Referees will be asked about any child protection concerns.

Where specific qualifications are a requirement of the job you will be asked for proof on appointment, e.g. teacher reference number in the instance of teaching posts.

Unfortunately, in most cases, we are unable to write back to applicants who have not been shortlisted. Candidates who have not been successful at interview will be contacted.

### Safer Recruitment

Safer recruitment practices are implemented to protect pupils within Laidlaw Schools Trust schools as far as we are able.

Although the 'Convictions' section of the application form will not be used for shortlisting purposes, it will be made available to the interview panel at interview stage. If you fail to disclose a conviction on your application form, and the DBS information confirms that you do have a conviction/prosecution pending, this may lead to a withdrawal of any conditional offer of employment, or disciplinary procedures potentially leading to dismissal without notice if you have already been appointed.

Enhanced DBS checks will be carried out for all successful candidates for all job roles within Academy 360.

A criminal record will not automatically prevent you from getting the job. However, where DBS certificates show a conviction(s), and following further discussions with you about the conviction(s) a decision will be made in relation to your suitability to be employed, taking into account nature, seriousness and relevance of the offence; how long ago it occurred, if it was a one-off or part of a history; circumstances of it being committed; country of conviction; decriminalisation and remorse.

#### Data Protection

If you are successful, your application information will be held on your personal file. Application information from unsuccessful candidates will be destroyed after 12 months except in case of a dispute.

We may use or pass to certain third parties information provided, as permitted by law, for example to detect and prevent crime or fraud.

#### Miscellaneous

Please note that no period of employment with any other previous employer is counted as part of the period of continuous employment with the Trust. However, if regulations permit, previous local government service may be counted as part of continuous service with the Trust for holiday calculation (for staff other than teachers), maternity pay, redundancy pay and pension purposes. Previous continuous local government service will not apply in relation to sick pay provision.

Please also note that, in relation to sick pay entitlement for all staff, the period during which sick pay shall be paid, and the rate of sick pay, in respect of any period of absence shall be calculated by deducting from the employee's entitlement on the first day, the aggregate of periods of paid absence during the twelve months immediately preceding the first day of absence.

Thank you for your interest in employment