



Seaton Valley Federation of Schools

Application – Guidance Notes

Thank you for considering applying for a post in our school, within the Application Form we are asking you to provide information to allow us to consider your application, we have also looked to provide you with some further information about our School – this has been included in the supporting information provided as part of this recruitment pack.

You will see that the Application Form is divided into 3 Sections as follows:

Part A – Personal Details	<p>This includes personal information about you that will aid us in considering your application</p> <p>You are asked in this section to confirm your right to work in the UK and we have also provided information on the Guaranteed Interview Scheme that we are supportive of as an employer.</p>
PART B – Employment & Education History	<p>This includes your current and previous employment history as well as your education history. You are asked to provide the information with your most recent employment/ education first.</p> <p>You are also asked to complete your application so that no gaps appear in your employment history, to explain, if you have not been employed for a period of time and therefore have a 'gap' in your employment history you are asked to note the gap on the application form.</p>
PART C - Safeguarding	<p>You are asked in this section to note matters that if you are successful in your application (either at shortlisting or appointment stage) we would need to assure/ confirm, e.g. Right to Work in the UK, satisfactory DBS vetting/ clearance, satisfactory References, online searches.</p> <p>This also includes your declaration as an applicant that all information you provide is accurate and correct.</p>
PART D – Applicant Equalities Monitoring	<p>We use this information to monitor who are applying for posts within our school and how this links into our Equalities and Diversity policy and practice. The information WILL NOT BE SHARED with anyone on the shortlist panel and will be removed from your application prior to it progressing through our recruitment process.</p>

How will we use your data?

All data that you provide to us as part of this recruitment process will only be used for the purposes of progressing your application. We respect your right to privacy and details of how we use the information provided by you is contained in our privacy notice, which is available on our School Website, together with details of your rights under the General Data Protection Regulations (GDPR).

Our Safeguarding Commitment:

As a School within Northumberland, safeguarding is everybody's business and we are committed to safeguarding and promoting the welfare of children and young people, and adults at risk of harm. All staff and volunteers are expected to share this commitment and as an individual making an application for a post in our school if you were successful, you would be required to also share this commitment and follow our policies, procedures and practices to support this.



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Application – Guidance Notes

PART A – Personal Details

1. Positive about Disabled People ‘Disability Confident’ employer

We are committed to the employment and career development of people with disabilities, as part of our policy we guarantee an interview to all applicants with disabilities who have demonstrated that they have skills, knowledge and experience required for the post. If you wish to be considered for an interview under this scheme, please tick the box in the declaration below.

2. What do we mean by disability?

To be eligible for the Disability Confident Scheme you must have a disability or long-term health condition which has a substantial and adverse effect on your ability to carry out normal day-to-day activities. The disability could be physical, sensory, or mental and must be expected to last for at least 12 months.

You'll only be guaranteed an interview if you meet the essential criteria for the job. You **must** also include in your application enough information to show how you meet the criteria.

3. Ex Armed Forces Personnel

We are committed to supporting those who have served in the Armed Forces into employment. We guarantee an interview to all applicants who have served with the Armed Forces who meet the essential and desirable criteria for the post. Please indicate if you think you are eligible under this commitment.

You'll be guaranteed an interview if you meet the following conditions:

- You are currently serving in the armed forces (or are within 12 weeks of your discharge date).
- You meet the essential criteria for the job.

Or alternatively

- The Armed Forces was your last long-term employer.
- You can demonstrate you've been job seeking for at least 6 months since leaving the armed forces.
- A maximum of 2 years (24 months) has elapsed since you left the armed forces.
- You meet the essential criteria for the job.

4. You **must** also include in your application enough information to show how you meet the criteria.

PART B – Employment and Education History

Please try to provide as much information as possible; this will help us determine your suitability for the post.

PART C – Safeguarding Information

As this post is within a School all employees who work in schools have to have a successful Data Barring Service (DBS) check. As an applicant you need to understand this and consider how this applies to you. In accordance with the DBS Code of Practice if you were shortlisted for interview, you will be required to declare any relevant convictions, adult cautions or other matters which may affect your suitability to work with children (or adults) and we will use this information as part of our interview/ pre-screening process.

In November 2020, the Rehabilitation of Offenders Act 1974, (*including amendments noted in the (exceptions order 1975) in 2013 and 2020*) was updated resulting in some changes to what will automatically be declared on



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a DBS, in real terms this means that some minor offences are now protected (filtered) and as such should not be disclosed; this also means that a potential employer (like ourselves) cannot take these offences into account, but also nor should you disclose them.

If you are shortlisted for the next stage in our recruitment process and/or interview you will be provided with some additional information (as also referenced) to support you in what you will need to/ should not declare, you may want to contact the following organisations/ review information noted on their website which may be of assistance.

WEBSITE	CONTACT 1	CONTACT 2
Nacro – https://www.nacro.org.uk/criminal-record-support-service/	helpline@nacro.org.uk	0300 123 1999
Unlock – http://hub.unlock.org.uk/contact/	01634 247350	07 824 113 848
Ministry of Justice – https://www.gov.uk/government/publications/new-guidance-on-the-rehabilitation-of-offenders-act-1974	https://contact-moj.service.justice.gov.uk/	0203 334 3555
DBS - https://www.gov.uk/government/organisations/disclosure-and-barring-service	customerservices@dbb.gov.uk	03000 200 190

Online Searches

In accordance with Keeping Children Safe in Education (2022) as a School we are required to undertake online searches for all candidates that we shortlist to attend for the next stage in our recruitment process and/ or interview. This is required to ensure that any individual who we choose to appoint into our School is appropriate to work with children and young people. These searches will include information that is publicly available online and will not involve searches that are covert/overt/done in secret. You will be provided with additional information/ further clarity if you are invited to the next stage in our recruitment process and/or invited to attend for interview.

PART D – Equal Opportunity Monitoring

This information is only used to measure the effectiveness of our School Equality Policy.

The administrator at School overseeing the administration of the recruitment process will remove Part C when they receive your application, and it will not be seen by anyone else involved in the selection process. age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation (Equality Act 2010).

The data provided will be used to support our school to monitor our recruitment process and we will use the data provided to support monitoring of our recruitment process and we will use the data to inform future recruitment/ review of our recruitment policy. If you would prefer not to provide this data, please indicate this on the form, there is no requirement or obligation to provide the data within any of the sections noted below