



THE FEDERATION OF HACKBRIDGE PRIMARY SCHOOL & SPENCER NURSERY SCHOOL

Guidance for Applicants

The Application Form

We use what you tell us on the application form to help us decide who to interview. Please take your time and fill it in fully. All job adverts contain links to documents. You will find a person specification and job description with all adverts. The Person Specification is a list of the skills, knowledge and experience or qualifications which are required for the job. When we read your application form we look for evidence to show that you have these. When completing your application it is important that you give us enough detail and examples of what you have done to show that you do have them. Take time over this and include all relevant information. Please complete your application via the eteach website. If you do not have access to do this, please contact the school office. Please do not send us a CV as we will only carry out the shortlisting on the information provided to us on the application form.

Details of the post applied for

Please complete this fully for each vacancy applied for.

Personal Information

As well as your full name, please write the title you would like us to use. Examples are Ms; Miss; Mrs; Mr. Complete the rest of the section and please ensure you provide any notice period you are required to give, your National Insurance Number and whether you have the right to work in the UK. If you are applying for a teaching post please provide the information requested.

Other Employment including unpaid and voluntary experience

List in this section **ALL** previous employers you have had starting with the current or most recent. This must cover the period from when you first started work following your secondary education up to the date you are applying for the post. You should also include any unpaid or voluntary work.

Gaps in Employment

If you have any gaps in the employment section of the form, please explain these giving the dates from and to. It is important that there are no unexplained gaps. If there are unexplained gaps we will ask you to clarify what you were doing in these periods.

Referees

References will be requested prior to interview on all shortlisted candidates to obtain objective and factual information to support appointment decisions. We seek to verify the information supplied, for example, if you tell us that you have worked in your present job for three years as a care assistant we would expect your referee to tell us the same. Open references or testimonials are not accepted. You **must** include your current employer or last employer if you are not currently employed. Choose referees who know you well enough to comment on your skills for the job you are applying for. For each referee please say how you know the person. For example, is the person your manager, or were they your manager in a previous job?

Please do not give close friends or family members as referees as these will not be accepted.

Education and Qualifications

Please list all your education and qualifications obtained to include school, college, university etc. The person specification may ask for specific qualifications or training so please ensure these are listed.

Interests and Activities

Please let us know about any hobbies or interests you have that you consider are relevant.

Supporting Statement (Statement of Suitability)

This section is your opportunity to show us that you meet the person specification. Please address each item on the person specification sequentially within the supporting statement and give details of your knowledge, skills and experience. Give specific examples of what you have done which prove your ability. If, for example, the person specification says 'Able to organise self and others to complete projects within deadlines' you must do more than say 'I am an organised person and can work to deadlines'. Give an example by describing something that you have done which shows your organisation skills within a set time period.

The people reading your application cannot assume that because you have experience you also have the ability to carry out a task. For example, you may have experience of managing staff but we need to know how you did this, you need to tell us how you managed performance and how you motivated your staff.

We don't always expect you to have formal experience. We are happy for you to use examples from voluntary work, or from your hobbies and interests. If you can show that you have the ability to do the tasks that will be equally acceptable. For example, to organise a meeting you need to be able to: liaise with others, book accommodation, organise refreshments and compile agendas.

You should also include your reasons for applying for the post and your future career aims and aspirations.

Declarations (Safeguarding Children)

We only carry out the enhanced Disclosure and Barring Service (DBS) check if you are offered the job. However, we may ask you to complete a DBS form and supply the necessary evidence at interview.

The application form asks you to answer specific questions and to provide further information where necessary.

The amendments to the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013 and 2020) provides that when applying for certain jobs and activities, certain convictions and cautions are considered 'protected'. This means that they do not need to be disclosed to employers, and if they are disclosed, employers cannot take them into account.

Guidance about whether a conviction or caution should be disclosed can be found on the Ministry of Justice website.

You can also find more information and advice via:

- <https://www.unlock.org.uk/policy-issues/specific-policy-issues/filtering/what-will-be-the-impact-of-the-changes-to-filtering/>
- <https://www.nacro.org.uk/news/nacro-news/dbs-filtering-regime-changes-to-come-into-effect-end-of-nov/>

Equal Opportunities

We check our recruitment and selection process to make sure that we are not unfairly discriminating against certain groups. To help us do this we ask you to provide details about your gender, ethnic origin and whether you have a disability. The selection panel do not see this information.

Data Protection

Please note that all personal information provided on your application form will be processed by the school under the General Data Protection Regulations (GDPR) 2018.

Shortlisting

In line with the statutory guidance document Keeping Children Safe in Education (2022) the school will conduct online searches after the shortlisting process for any candidates who accept an invitation to interview.

The purpose of the online search is to uncover any information that may suggest the candidate is:

- a potential safeguarding risk
- their appointment may damage the reputation of the school or;
- they are unqualified for the role they have applied for

No recruitment decision will be made solely on the basis of an online search and all relevant information uncovered will be discussed with the applicant at interview.

All online searches will be conducted by individuals who are not involved in any other aspect of the recruitment process.

No irrelevant information uncovered will be provided to the staff interviewing the candidate.

All candidates will be treated consistently. The same online search for all shortlisted candidates will be undertaken consisting of:

- A Google search of the candidate's name linked to their current employer, previous employer, educational institutions attended, previous job titles and news articles
- A search of the last ten posts made on LinkedIn, Twitter, Facebook, Instagram.

Interviews

If you are shortlisted for interview you will be contacted by email. Due to the high number of applications we receive we will not respond to you at this stage of the process if you are unsuccessful.

At interview, we use several selection methods to assess whether people meet the job criteria. We may ask you to take an ability test, do a presentation or other work-related exercise. We will tell you before the interview what methods we are using for this post. At the interview we will ask you questions related to the person specification and job description.

Job Offer

If we offer you the job it will be subject to various conditions being met. These conditions include: enhanced DBS check, disqualification checks, references, health clearance and the right to work in the UK. If you are being employed as a teacher we will check that you hold QTS status and are not barred from teaching. If the role you are applying for requires qualifications then we will need to see evidence of these.

If your referees do not confirm what you have told us we may want to discuss this with you. We will also ask to see evidence of your qualifications if they are essential for the job.

We will ask you to complete a health questionnaire which will be sent to our occupational health provider. It is their job to make sure that you are fit to do the job we have offered you. They may ask you to have a medical examination.

Complaints

We want to ensure equality of opportunity in our recruitment and selection processes. If you think that you have been discriminated against during the selection process because of your age, disability, gender reassignment, pregnancy and maternity, race, religion or belief, gender, sex, sexual orientation or marriage or civil partnership you may complain and we will look into your complaint. You must write to the Clerk to the Governors at the school within 3 working days of being rejected after an interview giving the reasons for your complaint. The Headteacher or his/her representative may want to talk to you and later will confirm the outcome of the investigation.