



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, parts A and C 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 parts A and C 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

Ryhope Infant School Academy is committed to providing 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 Ryhope Infant School Academy, 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 Ryhope Infant School Academy.

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.

Access to Employment for Disabled People

We are committed to equal opportunity in employment for disabled people. This means that we will not unfairly discriminate against a candidate with a disability, or an employee that becomes disabled whilst working for us.

Data Protection

The information you provide on the application form will be used to assess your suitability for the post, and will be viewed only by those involved in the recruitment process. If you are appointed, the information will be used to create your employment record. If you are not appointed, it will be destroyed after 6 months, except in the event of a dispute.

Any other questions

If you have any questions or comments about any aspect of the recruitment process, please contact the Headteacher.

Thank you for your interest in employment with Ryhope Infant School Academy. We look forward to receiving your application.