

**Guidance Notes for Applicants**

**Please read the important information in these guidance notes prior to completing and submitting your application**

* You must complete the application form to apply for this vacancy.
* There is opportunity within the application to provide evidence of your experiences, skills and qualifications as related to the person specification. You may provide further details on additional sheets if required.
* Please ensure all gaps in employment and education history are fully explained on your application form. We may wish to verify this information during the recruitment process.
* Make sure you return your application form by the closing date.
* No applications will be accepted once the closing date has passed.
* After the closing date the applications will be passed onto the manager for short listing.
* Please keep free any interview date given; it is not normally possible to rearrange this date.
* We welcome applications from all sections of the community and will be pleased to help meet any requirements arising as part of the recruitment process.

**References**

As this post forms part of the Children’s Workforce, references will be taken up before interview. To help us get a quick response, please ensure that you provide us with referees who are contactable and available. If possible please provide an e-mail address for your referees and advise them that they will be asked to provide a reference for you if you are shortlisted for the post. When providing details please ensure that one relates, if applicable, to your present job, or most recent employer and where possible, you must provide one referee who can comment on your previous work with children. If you have recently left full-time education, please ensure you include a Head Teacher/College/University Principal (or their representative) as one of your references. Please state in what capacity the two referees are acting, e.g. current employer. Please note that references from relatives or friends are not acceptable.

**Equal Opportunities**

We recognise the importance of promoting equality of opportunity across all service provision as well as in the employment of our staff. We aim to promote equality of opportunity for all with the right mix of talent, skills and potential and we welcome applications from a diverse range of candidates.

**GDPR**

GDPR places responsibilities on us to process personal data that we hold in a fair and proper way. The Act will come into force on 25 May 2018 and regulates the use of personal data, including any data you supply on this application form. The information you give us will be kept confidential and will only be used for the purpose of personnel management. We may contact other organisations (such as the Disclosure and Barring Service (Formerly Criminal Records Bureau), Job Centre Plus, previous employer(s), education establishments, etc) to check the factual information you have given on the application form. The information will be stored securely, both manually and electronically and destroyed after 6 months if your application is unsuccessful. If we offer you the position we will use some of the information you give us on the application form in your contract of employment. Your application form will be kept on your personnel file from termination of employment plus 6 years.

**Relationship to Members or Employees/Canvassing**

You must tell us in writing if, to your knowledge, you are related to a member of staff, Governor of the school or anyone elected to or employed by Sandwell Council. There is an opportunity to do this on your application form. We will not appoint you if you canvass any of the above directly or indirectly – this means asking for help to get a job using their position in the council/ school.

**Proof of Qualification**

You will have to provide proof of relevant qualifications during the selection process. If you are called for interview you will be required to bring any relevant certificates or documentation as proof that you meet the essential qualifications for the post. Failure to produce any of the above documentation, could disqualify you from the interview process.

**Right to Work in the UK**

The Immigration, Asylum and Nationality Act 2006, makes all employers responsible for evidencing that all employees have proven their right to work in the United Kingdom.  To evidence your right to work in the UK, you will need to bring appropriate documentation with you to your interview. For details of acceptable documents, please visit [www.gov.uk/employers-checks-job-applicants](https://www.gov.uk/employers-checks-job-applicants) for further information.

**The Rehabilitation of Offenders Act 1974**

The Rehabilitation of Offenders Act was introduced to make sure that you are not discriminated against when applying for jobs, if you have been convicted of a criminal offence and you have not re-offended for a period of time since the date of your conviction. The Act allows certain types of convictions to be treated as "spent" after a certain (variable) period of time. You are no longer legally required to disclose to us convictions that have become "spent", unless the post you are applying for is exempted.

In the case of more serious crimes, such as where the sentence is more than 5 years imprisonment, the conviction can never become "spent" and must always be taken into account. Exceptions Orders exist to protect vulnerable client groups such as children, young people, and the elderly, sick or disabled. In such cases, we are legally entitled to ask you for details of all convictions, even if they are "spent" or "unspent" under the Rehabilitation of Offenders Act. All details of convictions will be disclosed by the Disclosure and Barring Service (Formerly Criminal Records Bureau) for the preferred candidate. Cautions, reprimands and final warnings are not criminal convictions and are not covered by the Rehabilitation of Offenders Act. They become "spent" immediately and we may only consider them when appointing to exempted posts.

All applicants who are offered employment to a post are subject to a criminal record check from the Disclosure and Barring Service (Formerly Criminal Records Bureau) before the appointment is confirmed will have to provide details of cautions, reprimands or final warnings, as well as convictions. Having an “unspent” conviction will not necessarily bar you from employment. This will depend on the circumstances and background to your offence(s). For all other criminal convictions you will only need to disclose any convictions that are not 'spent'.

**DBS Checks:**

This post is subject to a DBS check. For ease, speed and accuracy, we request that all short-listed candidates complete the DBS disclosure application form electronically via a secure web service prior to interview.

Your completed DBS Disclosure Application will be retained until a recruitment decision has been made although only the successful applicant’s application form will be processed.  All other applications will be deleted.

**Safer Recruitment Checks**

We are required to ensure that the confidentiality and safety of our service users is protected and we therefore undertake the most stringent vetting of all our staff. This includes, Criminal Records Checks and thorough referencing, scrutiny of previous employment history and checks against our client and employee records. A trace against these does not mean that applicants are unsuitable for employment. It does, however, allow us to explore and address any potential conflicts of interest and also assesses suitability for employment.