

STEP ACADEMY TRUST APPLICATION FORM GUIDANCE NOTES



APPLICATION FORM

You are advised to read the following notes carefully as the decision to shortlist you for interview will be based solely on the information you provide in the Application Form and Supporting Statements. Do **NOT** include your name in the body of your supporting statement or in the file name of any uploaded documents to ensure complete impartiality in line with the Trust's stance on equality for all.

CVs are not accepted so should not be attached to your application form as the information provided on CVs will not be taken into consideration when deciding if you have the required skills and experience to be shortlisted for interview.

This guidance is designed to help you complete the Application Form as thoroughly as possible.

When completed, read through your Application Form, checking for errors or gaps. Check the closing date and make sure your application is submitted in plenty of time because late applications will only be considered in exceptional circumstances. Information you provide in the form will be treated as confidential.

HOW WILL YOU KNOW WHAT WE ARE LOOKING FOR?

The job advertisement describes the skills, experience and qualifications we are looking for, and this forms the basis against which you will be assessed. The Job Description and Person Specification will show the main duties, responsibilities and personal attributes of the post. You should read them carefully and try to identify the key words and phrases.

DO YOU HAVE WHAT WE ARE LOOKING FOR?

From the information in the advertisement, Job Description and Person Specification, work out if you have the skills, knowledge and experience we are seeking. If not, do not forget that skills can be transferable. The tasks you perform may not be the same as those in the job you are applying for, but the skills you use to carry out those tasks may be the same.

Remember that the skills and experiences you have gained outside paid work, for example, from domestic responsibilities, unpaid or voluntary work or organising social or community activities, can demonstrate skills you have taken for granted which could be a clear sign of your ability to do a job. Clear examples of previous experience evidencing your ability to undertake the role should be included in your supporting statement.

DATA PROTECTION

STEP Academy Trust is collecting data in order to process your application under its Recruitment Policy and will use it for any subsequent employment purposes.

On occasions, the Trust will have to contact third parties to verify information you have provided and other facts relating to you and your application, for example references.

Should you be unsuccessful with your application the Trust will destroy your forms after six months of its submission.

CHILD PROTECTION AND SAFEGUARDING POLICY

Section 175 of the Education Act 2002 places a statutory responsibility on the Trust to have policies and procedures in place that safeguard and promote the welfare of children who are our pupils. In line with this, the Trust has stringent processes in place to ensure we do not employ individuals deemed unsuitable to work with children.

Please note it is an offence to apply for a role if you are barred from engaging in regulated activity relevant to children.

RECRUITMENT CHECKS

In accordance with statutory requirements certain pre-employment checks are conducted for positions that involve working with vulnerable groups, specifically children and vulnerable adults.

When Shortlisted for Interview

- You will be required to complete a self-disclosure form prior to your interview. Having a criminal record will not automatically bar you from employment.
- Social media checks will be undertaken.
- References will be obtained from previous employers.

When Job Offer Made

- Enhanced Disclosure and Barring Service (DBS) check - The Trust is legally obligated to process an enhanced DBS check before making appointments to relevant posts.

The DBS check will reveal both spent and unspent convictions, cautions, reprimands and final warnings that's considered relevant to the role. Any information that is 'protected' under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 will not appear on a DBS certificate.

- Right to Work Check - You will be required to provide documentary evidence of your entitlement to undertake the position applied for and/or your ongoing entitlement to live and work in the UK, in accordance with the Immigration, Asylum and Nationality Act 2006.

Your appointment will be subject to a satisfactory Enhanced DBS check, social media check and satisfactory references.

COMPLETING THE ONLINE APPLICATION

1) Internal Applicants

Internal applicants should log in using their ESS log in details to submit a supporting statement in line with the requirements of the post.

2) External Applicants

New users will need to register to apply for any vacancies. Existing users should log in using their existing log in details.

To complete an application, you will need:

- Personal information about yourself
- Details of your education and employment history
- Details of any qualifications and training gained relevant to the role
- Details of two referees, at least one of which needs to be from your current/most recent employer

Ensure you regularly save the progress of your application to avoid losing any data. Once saved, you can return at any time to update and complete the rest of the online application. A reminder email will be sent if the application is not submitted before the vacancy closing date.

EMAIL COMMUNICATION

You will receive a confirmation email when you register on our recruitment portal site and a confirmation email once you submit, or save the progress, of your application. **Please check your junk/spam folder and add us to your safe senders list** to guarantee all future email communication is received. This is important as it will enable you to be kept up to date on the status of your application and to avoid delays in the recruitment process.

RECRUITMENT MONITORING FORM

STEP Academy Trust is committed to promoting equality, inclusiveness and social justice for all its staff. We will work positively to achieve this by challenging all forms of discrimination, exclusion and injustice.

The Trust values the rich social and cultural diversity of the local communities. We will make sure that our workforce and our services reflect that diversity and community needs.

To assist STEP Academy Trust to monitor and evaluate its effectiveness in relation to equal opportunities, and for no other reason, applicants are requested to complete the Monitoring Form. The details supplied are held in confidence and are not used in any way in the recruitment and selection process