



# **The Mercian Educational Trust**

**Guidance Notes for Applicants**



## **Safeguarding & Safer Recruitment**

*Mercian Educational Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. As part of this commitment any job offer will be subject to child protection screening appropriate to the post, which will include an Enhanced Disclosure and Barring Service (DBS) check for the children's workforce and a Children's Barred List check*

- This role involves constant contact with children. The role requires engagement in regulated activity relevant to children.
- This post is not exempt from the Rehabilitation of Offenders Act 1974 and the amendments to the Exceptions Order 1975, 2013 and 2020.

## **Equal Opportunities**

Mercian Educational Trust is committed to the principles of our Equal Opportunities Policy and we positively welcome applications irrespective of gender, race, disability, ethnic or national origin, nationality, sexuality, marital status, responsibility for dependents, religion, trade union activity and age.

## **GDPR**

As part of your application to join us, we will gather and use information relating to you. Information that we hold in relation to individuals is known as their personal data. This will include data that we obtain from you directly and data about you that we obtain from other people and organisations. We might also need to continue to hold an individual's personal data for a period of time after the recruitment process, even if you are unsuccessful. Anything that we do with an individual's personal data is known as processing. The Mercian Education Privacy Notice can be found in the policies section on the Trust website or is available upon request from [office@metacademies.org.uk](mailto:office@metacademies.org.uk) This document sets out what personal data we will gather and hold about individuals who apply for a position with us, why we process that data, who we share this information with, and your rights about your personal data processed by us.



### **Guide to completing the application form**

The information you provide will be treated as confidential and used only for the purposes of recruitment. All applicants are required to fully complete the application form which is available from the school or our Trust website, <https://www.metacademies.org.uk/vacancies/>. Applications or CVs in any other form will not be accepted.

### **Post details**

Please enter the job title and the name of the post at the school you are applying for.

If you are applying for more than one post, then you must complete a separate application form for each post, as joint applications will not be considered.

### **Personal details**

Please enter your personal details fully and accurately so that we can contact you easily and quickly should you be shortlisted.

### **Qualifications and training**

We are interested in any relevant training and education you have undertaken, including those courses, which did not lead to an examination or qualification. These could be non-vocational classes or in-house training with your current or previous employer. We are also interested to know if you are a member of a professional body. Original certificates will be checked on appointment.

### **Employment record**

Please give full details of your current employment. If you are not currently employed, please use your most recent employment details.

### **Previous employment**

Please give your full employment history in date order starting with the earliest, also accounting for any gaps in employment. We are also interested in any voluntary or holiday work you may have had.



### **Supporting Information**

The job description and person specification for the post are available on request or found on the Mercian Educational Trust's website or individual school's website. They describe the key responsibilities of the post and set out the knowledge, experience, skills and abilities we are looking for. Please read these documents carefully as they form the basis upon which your application will be assessed. In this section, you should demonstrate how your skills, knowledge, experience and abilities match the requirements of the job. Do not simply repeat your career history or treat this section like a CV.

Shortlisting will be based on the applicants' suitability for the post linked to the job description and person specification, please make sure your application matches these requirements.

### **Referees**

We will require at least two written references. One should be from your present employer, or, if you are not currently employed, your last employer. If your employment was in a school, the referee must be the Headteacher. The second referee should be someone who can comment on your work capability. References from friends or relatives are not acceptable. We will contact referees for all shortlisted candidates before interview in line with safer Recruitment guidelines.

### **DBS**

You will be required to apply for an Enhanced Disclosure and Barring Service (DBS) check and this check will take place once an offer has been made and accepted. Please indicate if you are registered with the update service.

### **Right to reside/work in the UK**

If you do not declare any restrictions, you are advising us that you have the right to work and reside in the UK. We will ask you for relevant documentation should you be appointed.



### **Equality and Diversity Monitoring Form**

Mercian Educational Trust and our family of schools want to meet the aims and commitments set out in its equality policy. This includes not discriminating under the Equality Act 2010, and building an accurate picture of the make-up of the workforce in encouraging equality and diversity.

We need your help and cooperation to enable it to do this, but filling in this form is voluntary.

If you wish to complete the form then please return it with your application (or separately if you prefer). Please be assured that the monitoring form is separated from the application form on receipt and is not included in the selection process.

Please complete the application form as clearly and as fully as possible. If any section does not apply to you, enter “n/a” (not applicable).

Finally, we wish you the best of luck with your application.