



Candidate Information Guidance Notes

Winning Hearts, Inspiring Minds.

Guidance Notes

These guidance notes are designed to provide you with information on completing your application form and on our recruitment process and associated policies. You should read all the guidance notes prior to completion of the application form. If you would like any further advice please contact the school directly.

When completing the application form, please refer to the following information:

- **Job Advert** – brief details of the job and key dates of the recruitment process
- **Job Description** – the main duties and requirements for the post
- **Person Specification** – the skills, knowledge and experience required for the post

Please ensure you complete all parts of the application form either electronically or using black ink. CVs will **not** be accepted.

The application form will be used to assess your skills, knowledge and suitability for the job against the criteria on the person specification, so please ensure it is accurate and complete.

If you require additional space, separate sheets will be accepted, but please ensure they are either included as attachments when submitting electronically, or securely attached to the back of a physical application form.

Late applications will not normally be considered.

We reserve the right to contact any of your previous employers/educational establishments to verify the information provided.

Safer Recruitment

The Learning without Limits Academy Trust Safer Recruitment Policy can be found at www.lwlat.org.uk As part of the shortlisting process, in line with measures identified in statutory guidance relating to safeguarding practice the Trust will conduct searches on candidates selected for interview, through a third party, on social media in order to identify anything that could give rise to a safeguarding concern in what has been said or done online. Only information relevant to safeguarding concerns obtained from the search will be passed over for consideration during the recruitment process.

Personal Details

Personal details requested as part of the application process are not shared with staff involved in the shortlisting or interviewing of candidates.

Disabled Applicants

As an equal opportunities employer we welcome applications from disabled people. Disabled applicants meeting all the essential criteria will be shortlisted for interview.

Where it is necessary to reduce the shortlist of candidates using desirable criteria, the equality monitoring section will be checked by a member of staff not involved in the recruitment process to ensure if you have declared yourself as disabled, and met all the essential criteria, you have been shortlisted for interview.

All candidates called for interview will be asked if they require any adjustments and/or adaptations in order to attend for interview or test, and we will, as far as possible, provide the adjustments and/or adaptations required.

For successful candidates, we will make reasonable adjustments to working conditions or physical environments and will provide aids, adaptations, equipment and support where possible.

Equal Opportunities and Equality Monitoring

We are committed to promoting best employment equality practice in our efforts to eliminate discrimination and create working environments where all are treated fairly and with respect.

Anyone who works for us or who applies for a job with us will not be treated less favourably than anyone else because, for example, of their colour, race, ethnic or national origin, religion, gender, gender identity, responsibility for dependants, disability, age, marital status, sexuality or trade union activity.

This statement is applicable to all policy and practice associated with our role as an employer. It particularly applies to recruitment and selection, employee training and development and promotion.

We recognise individuals or groups who face discrimination on the grounds of more than one of the above characteristics can potentially experience greater disadvantage.

Completion of the equality monitoring section of the Personal Details form is voluntary. This form will not be given to the recruitment panel or form any part of the recruitment process.

Rehabilitation of Offenders & Safeguarding Children and Young People

We are committed to keeping children and young people safe from harm and abuse and to promoting their welfare, and we expect that everyone who comes to work for us will share the same commitment. Fulfilling this responsibility includes making sure that our recruitment process includes a range of measures to identify those who may be unsuitable to work with children and young people.

In addition, all roles within the school/college are covered by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975, and are subject to an enhanced Disclosure and Barring Service (DBS) (formerly Criminal Records Bureau (CRB)) check. These posts may also be subject to further DBS re-checks at appropriate intervals. Further information about what the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 means for applicants is provided on the Application Form. Please note that having a criminal record is not an automatic bar from working with us: whether or not your criminal record has a bearing on the post you have applied for will be carefully considered as part of the recruitment process. This may involve a discussion with yourself about the circumstances and background to your offences.

References

All applicants are expected to provide two referees, as detailed on the application form.

If you have just completed full-time education you will need to provide the name of your Headteacher/Principal or other professional as a reference. If you are self-employed you will need to provide details of individuals/businesses that can provide you with a professional reference.

'Open' references e.g. those addressed "To Whom It May Concern", will not be accepted.

Supporting Documents

All applicants called for interview will be required to provide original evidence for the following:

- Identity*
- Enhanced DBS with barred list*
- Eligibility to Work in the UK**

And where applicable:

- Qualifications/Training***
- Confirmation of Registration with the relevant Professional Body
- Driving documents

We will not be able to confirm an offer of employment until we have confirmed the above.

* Details of what documentary evidence you can provide will be detailed on the invite to interview letter

** In accordance with the Immigration, Asylum, and Nationality Act 2006, all candidates are required to provide proof of the Right to Work in the United Kingdom. For further information please refer to www.workingintheuk.gov.uk

*** You can check the validity/level of any overseas national's qualifications by contacting the National Recognition Information Centre for the United Kingdom (NARIC) www.naric.org.uk

Employment History & Gaps in Employment

To ensure our responsibilities for safeguarding children and young people are met you must ensure your employment history and reasons for any gaps are clearly detailed.

Job Sharing

We regard all posts as potentially open to job share. Pay will be pro rata to that which would apply if you filled the post on a full time basis. If you wish to be considered for job share, please indicate this on the application form. Should you be offered the post your request will then be considered.

Relationships/Canvassing

Canvassing of any Member of the Trust Board, Trustee or Academy Governor in relation to your application will disqualify you, or if discovered after appointment may result in dismissal without notice.

Data Protection

The information you provide on your application form and any subsequent information gathered in respect of your application will be held securely, in confidence and processed in accordance with the Data Protection Act 2018.

Please refer to the Trust's Privacy Notice for Applicants for more details.

Applications and related information in respect of successful candidates will be held securely on computerised and/or manual filing systems in accordance with the Data Protection Act 2018.

Applications and related information in respect of unsuccessful candidates will be held securely for 12 months in line with our recruitment and retention policy, after which time they will be confidentially destroyed.

Feedback/Complaints

If you have not been shortlisted or are not appointed following interview you may request feedback from the recruitment panel you should contact the recruiting manager who will arrange to provide helpful and constructive feedback.

If you wish to make a recruitment complaint, you should submit it in writing to info@lwlat.org.uk



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