



Note to Applicants

Online Searches following shortlisting:

As part of our due diligence, we will conduct an online search for shortlisted candidates who have accepted an invitation to interview.

This is to help identify any incidents or issues that have happened, and are publicly available online, which the school might want to explore with the applicant at interview.

No recruitment decision will be made solely on the basis of an online search and all relevant information uncovered will be discussed with the applicant at interview. All online searches will be conducted by individuals who not involved in the recruitment decision. No irrelevant information uncovered will be provided to the staff responsible for interviewing the job applicant.

All candidates will be treated consistently. The same online search for all shortlisted candidates will be undertaken consisting of:

- A Google search of the candidate's current and any previous names, also linked to their current employer, previous employer, educational institutions attended, previous job titles and news articles

Policy statement on recruiting applicants with criminal records

This post is exempt from the Rehabilitation of Offenders Act 1974 and therefore applicants are required to declare any convictions, cautions, reprimands and final warnings that are not protected (i.e. that are not filtered out) as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended).

For further information on filtering please refer to:

Nacro guidance (<https://www.nacro.org.uk/resettlement-advice-service>)

DBS website (<https://www.gov.uk/government/publications/dbs-filtering-guidance>)

We also require applicants to disclose other information that may be relevant to an assessment of their suitability to work with children. This includes information about any pending criminal proceedings against them as well as any current police or children's social care investigations in order that we can risk assess the circumstances and any potential impact on employment, particularly in relation to our duties to safeguard and promote the welfare of children.

We recognise the contribution that ex-offenders can make as employees or volunteers and welcome applications from them. A person's criminal record will not, in itself, debar that person from being appointed to this post. Any information given **will be treated in the strictest confidence**. Suitable applicants will not be refused posts because of offences which are not relevant to, and do not place them at or make them a risk in, the role for which they are applying.

All cases will be examined on an individual basis and will take the following into consideration:

- Whether the conviction is relevant to the position applied for;
- The seriousness of any offence revealed;
- The age of the applicant at the time of the offence(s);
- The length of time since the offence(s) occurred;
- Whether the applicant has a pattern of offending behaviour;

- The circumstances surrounding the offence(s), and the explanation(s) offered by the person concerned;
- Whether the applicant's circumstances have changed since the offending behaviour.

It is important that applicants understand that failure to disclose the information requested could result in the withdrawal of a job offer or, if already employed, disciplinary proceedings or dismissal. Further advice and guidance on disclosing a criminal record can be obtained from Nacro (www.nacro.org.uk). Please also note that the successful applicant will be required to undertake an Enhanced Disclosure & Barring Service (DBS) check. We will compare the information you have provided with the information in your formal DBS check.

How To Apply

The following guidelines are designed to help you submit a job application in line with our requirements. Please ensure that you comply with the instructions below as, if you do not, the panel may not shortlist you. If you require clarification or have any questions regarding the application process, please contact the HR Team on 01737 924710 or hr@ietmat.co.uk

Application Form

Please complete all the sections of the form in full, giving as much detail as possible, with a chronological record of your employment history since leaving school and accounting for any periods when not employed. Once completed, you must sign and date the application form to confirm that the information and any attachments are correct. (Electronic copies without signature are acceptable but a hard copy must be signed at interview). Please note that CVs will not be accepted.

Equal Opportunities Monitoring

Please ensure that you have completed the online Equal Opportunities Monitoring form or attach the Equal Opportunities Monitoring Form to your application.

Please upload these documents by the closing date.

Shortlisting

Shortlisting will be completed as soon after the closing date as possible. Shortlisted candidates will be contacted by email. If you have not heard from us within one week of the closing date you should assume that you have not been shortlisted for an interview.

Interviews

Candidates may be required to deliver a lesson or presentation on a given topic, take part in both staff and student interview panels and a formal interview. Candidates may also be required to complete a test or exercise relating to point(s) of the job description and criterion/criteria of the person specification.

Candidates who are invited for an interview will be required to provide proof of their eligibility to work in the UK by producing verifiable documents. Candidates will be required to bring some photo ID with them on the day of the interview e.g. valid passport, driving licence or identity card. In addition candidates must provide original qualification documents, birth certificate and any documents which confirm a change of name since birth. Candidates will be required to complete and return a Criminal Records Declaration form at interview.

References for shortlisted candidates

All referees whose details are included on the application form will be contacted before the interview unless you have indicated that you wish otherwise. Appointments will not be confirmed until two satisfactory references have been received (one must be from your current employer or, if you are not currently in employment, from your most recent employer), confirmation of your fitness for employment, an enhanced Disclosure & Barring Service disclosure and confirmation of your right to work in the UK.

Disabled applicants

Trust schools welcome applications from disabled people. If you require any adjustments to enable you to attend the interview, please ensure that you have provided this information on your application form. If you are called for an interview, please discuss any adjustments you may require to carry out the duties of the role with the interview panel so that the appropriate arrangements and any adjustments can be made if necessary.

(Under the Equality Act, a disability is defined as a physical or mental impairment which has a substantial and long-term adverse effect on a person's ability to carry out normal day-to-day activities.)

Thank you for your interest in working with our Trust school/s.