

APPLICATION FORM AND RECRUITMENT GUIDELINES

This school is committed to promoting and safeguarding the welfare of children

GUIDELINES FOR COMPLETING OUR APPLICATION FORM

Thank you for your recent enquiry about working for Shenley Brook End School. These notes are intended to help you complete our application form and to provide you with general employment information. How you complete your application form is of vital importance, as it provides the only information on which we base our decision as to whether you will be invited to interview.

IF YOU HAVE DIFFICULTY IN COMPLETING OR READING THE FORM PLEASE CALL A MEMBER OF THE PERSONNEL DEPARTMENT ON (01908 520264 Ext: 294, 201, 205, 203) WHO WILL BE HAPPY TO HELP.

- Please read all the information carefully before completing the form
- The form needs to be legible
- The form should be completed in black ink or typed
- CVs not accompanied by an application form are not acceptable and will not be considered
- Use additional sheets as necessary and make sure they are securely attached to your form
- Information should be written in a concise, organised and positive way
- Return your form to us before the closing date and time
- If you are applying for more than one position, submit a separate complete supporting statement / letter of application for each

Application for the Post of

If you are completing a paper based application the job title should already have been written here. If you are applying via the on-line application please remember to fill in the post title.

Personal Details

All applicants must complete this section. If you do not wish to be contacted at your workplace, please indicate this on the form or leave the work telephone number blank.

Current or Last Employment Details

Please give specific details of your current, or last position, including hours, salary, your reason for leaving and notice required.

References

If you are shortlisted references will be **automatically** taken up before the interview date. If you object to this taking place until after the interview, please indicate this. However, your employment at Shenley Brook End School is dependent upon satisfactory references. This may cause a delay in the confirmation of your appointment.

The information we initially request within a reference will relate to skills and abilities, suitability for the job, disciplinary and capability record and suitability to work with children. Following a formal offer of employment further details relating to salary, length of service and attendance will be requested from your referees. Two satisfactory references must be received before we can confirm any offer of an appointment.

One of your two references must be from your current (or most recent) employer. If this is your first job, your Headteacher or College Tutor is acceptable. Please note members of your family or friends are not acceptable as referees.

Copies of references or references "to whom it may concern" will not be accepted. On receipt of references, your referees may be contacted to verify any discrepancies, anomalies or relevant issues as part of the recruitment verification process.

Shenley Brook End School reserves the right to take up references from any of your previous employers and request a reference in addition to the two detailed in your application form as part of our pre-employment checks.

Educational Attainments

As well as informing us about all the examinations you have passed, you should also include any relevant courses you have attended.

If you are successful in being offered a position, you will be required to produce copies of all relevant qualifications stated on your application form.

Previous Teaching Experience (Teacher Application Form Only)

Please complete this section in date order, beginning with the most recent first.

Previous Non-Teaching Employment (Teacher Application Form Only)

Please complete this section in date order, beginning with the most recent first. You may also wish to include unpaid or voluntary work, particularly where you have developed relevant skills. Please explain any gaps in your employment history.

Job Related Training (Teacher Application Form Only)

Please complete this section in date order, beginning with the most recent first.

Previous Employment (Support Staff Application Form Only)

Please complete this section in date order, beginning with the most recent first. You may also wish to include unpaid or voluntary work, particularly where you have developed relevant skills. Please explain any gaps in your employment history.

Support for your Application (Support Staff Application Form Only)

This section is very important. It gives you the opportunity to explain why you are the best person for the job and why you are applying. You should think very carefully before completing this section of the form. Use the job description / person specification as your guide and give specific examples, where possible.

If you have insufficient space, use an additional sheet of paper and fix it firmly to the application form.

Other Information

All applicants must complete this section.

Validation of Qualifications

All shortlisted candidates will be asked to bring original certificates of relevant qualifications to interview. These will be photocopied and kept on file and may be confirmed as genuine with the relevant awarding bodies.

Right to work in the United Kingdom

Under the Immigration, Asylum and Nationality Act 2006, an employer is required to ensure that only those legally entitled to live and work in the United Kingdom are offered employment. You will therefore be requested to produce one of the documents listed under the "Documentation for Right to Work" section (at the back of the application form) before the commencement of your employment.

Disclosure and Barring Service (DBS) Check (Disclosure)

Employment at the school is subject to an enhanced check with the Disclosure and Barring Service. All such checks must be satisfactory before we confirm any offer of an appointment.

Under the Rehabilitation of Offenders Act 1974 (Exceptions) (Amendment) Order 2006, there are a number of jobs where we must take account of convictions, even though they are 'spent'. All posts at this school are regarded as such. Spent and/or unspent convictions may not necessarily make you unsuitable for the appointment. Any information given about convictions will be completely confidential and will be considered only in relation to the job for which you are applying.

Other Information and Declaration

Please make sure you complete this section.

Declaration - it is essential that you read and sign the declaration paragraph.

Returning the Form

Please ensure that your application form is returned to Personnel by the closing date and time indicated in our advertisement.

As part of the selection process, in addition to assessing your skills and knowledge against the requirements of this role, specific questions will be asked to assess your suitability to work with children.

RECRUITMENT GUIDELINES

Safeguarding

This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. We have a designated senior member of the leadership team who is responsible for referring and monitoring any suspected case of abuse. All members of staff will receive training in line with our Safeguarding and Child Protection Policy.

Whistle Blowing

We recognise that children cannot be expected to raise concerns in an environment where staff fail to do so. Therefore our policy is to ensure that all staff are made aware of their duty to raise concerns about any inappropriate attitude or actions of colleagues.

Code of Conduct and Personal Behaviour

The school believes that it is essential for standards of conduct at work to be maintained to ensure delivery of quality services and also to protect the well being of all its employees and students.

The headteacher and governing body regard everyone working at our school as a role model to our students. As such employees should conduct themselves with integrity, impartiality and honesty. Furthermore, everyone in the school has an absolute duty to promote and safeguard the welfare of children. Teachers must meet the DfE Teachers' standards and the school considers the principles apply to all staff employed at the school.

Equal Opportunities - Equalities Monitoring Form

Shenley Brook End School is committed to promoting best practice in our efforts to eliminate discrimination. Shenley Brook End School abides by all relevant legislation and in particular the Equalities Act 2010. To help us to monitor our recruitment and selection process and to ensure that unfair discrimination is not taking place (and for no other reason), you are asked to complete the monitoring form attached to the application form. The monitoring form will be detached by Personnel and will not be seen by any of the shortlisting panel.

Disability Discrimination Act 1995

Under this Act, we are legally required to consider making reasonable adjustments to ensure that disabled people are not disadvantaged in the recruitment and selection process. We are, therefore, committed to meeting, wherever possible, any needs you specify on the application form. Please contact Personnel at the school if you need to discuss this in any detail.

We will consider any reasonable adjustments under the terms of the Disability Discrimination Act to enable an applicant with a disability (as defined under the act) to meet the requirements of the post.

Interview Procedure

At interview candidates will be tested and assessed. The interview and assessment will include consideration of your suitability to work with children. Please make the personnel department aware of any assistance you may require at interview or for the task such as an interpreter, extended time etc.

Medical Assessment

A satisfactory medical assessment will be required before we confirm any offer of an appointment.