

Huish Episcopi Academy - Recruitment Guidance Notes

1. All job vacancies can be found on our website www.huishepiscopi.net. The application forms for Teaching posts and Support Staff posts are available on the website. Please also complete the recruitment monitoring form.

Please complete the application and recruitment monitoring forms either post to Miss Z Leach, PA to the Principal, Huish Episcopi Academy, Wincanton Road, Langport, Somerset, TA10 9SS or by email to Miss Leach at: huishrecruitment@educ.somerset.gov.uk

The information supplied by you on this form will be used for recruitment and selection purposes only. The Academy undertakes that if it needs to use the information for any other purpose it will not do so without having first obtained your consent.

2. **Guidance on completing your application**

Your application form is our only basis for selecting you for interview, so it's important that you complete it in a way that does you full justice and enables us to make a fair assessment of your suitability for the job. All sections of the application form must be completed and the application must be forwarded to the Academy as specified in the advertisement, for processing. The following suggestions should help you to do this.

If you are submitting a written application, please make sure your application is clearly legible and written in **BLACK ink or type**. Attach any additional sheets to the back of the application - please do not stick or pin anything in between pages. CVs are not normally accepted, unless specifically requested as part of the process.

You are welcome to attach a letter in support of your application but, unless requested otherwise in the advertisement or job details, you are asked **not** to send curriculum vitae, testimonials or other documents.

If you are completing the form electronically, additional information, which you consider relevant, may be submitted on a separate sheet or sheets if there is insufficient space on the form.

Part C: Experience

Huish Episcopi Academy is committed to safeguarding and promoting the welfare of children, young people and adults who access our services. You are therefore required, in this application, to provide details of your full employment history that you might not, in other forms of employment, be required to provide. Include brief reasons for any gaps in between employment. In order to ensure that our recruitment practices are safe and robust we will explore any gaps in your employment history and any dates that you provide in your application.

Part F: Personal Statement

Refer to the enclosed job description and person specification and think carefully about how you meet the key competencies for the post. Include relevant examples from your involvement in paid and/or voluntary work, outside interests and any other relevant activities. If you are a school or college leaver with little work experience, draw on your time at school or college and extra-curricular activities you were involved in.

Part H: References

We require two references, which will normally be contacted once you have been shortlisted for interview. To ensure that we can obtain references as quickly as possible, please provide a telephone number and e-mail address for both your referees. References will be requested by email where

possible and it is your responsibility to ensure that your referees consent to their details being provided.

Unless you are seeking your first teaching appointment, you must quote your present or most recent headteacher or equivalent person. Your referees will be asked about your suitability to work with children and at least one of your referees must be able to comment on your teaching abilities. We reserve the right to approach any of your previous employers in connection with this application. References will not be accepted from relatives or from people who are responding solely in the capacity of friends of their applicant.

For posts working with children, any current or previous employer will be asked about relevant disciplinary offences (time expired or not), whether you have been the subject of any child protection concerns and the outcome of any subsequent enquiry or disciplinary procedure.

We reserve the right to ask for information from any previous employer, especially any job involving work with children or vulnerable adults.

3. **Data Protection Legislation**

Data Controller: Huish Episcopi Academy

Data Protection Officer contact: dposchools@somerset.gov.uk

Purpose for processing: to run recruitment processes

Legal bases for processing: right to work, safer recruitment.

By law: Immigration, Asylum and Nationality Act 2006, Safeguarding Vulnerable Groups Act 2006 as amended by the Protection of Freedoms Act 2012.

Data sharing: the personal data provided will be shared internally by Huish Episcopi Academy. This information may be disclosed to Government Departments where there is a legal obligation to do so.

Transfers abroad: Personal data in our e-recruitment system is kept within the EEA.

Data retention: If you become an employee the data will be kept for the duration of the employment plus 6 years. If you do not become an employee the data will be kept for 12 months, right to work information of unsuccessful candidates is destroyed after interview.

Your rights: You have the right to ask Huish Episcopi Academy for a copy of your data, the right to rectify or erase your personal data and the right to object to processing. However, these rights are only applicable if the Council has no other legal obligation concerning that data. You also have the right to complain to the regulator <https://ico.org.uk/>

Consequences: If you do not supply the information requested on this application form we will not be able to process your application.

4. **Acknowledgement of Applications**

Unfortunately, due to the considerable number of enquiries for vacancies, we are unable to acknowledge receipt of written applications unless you specifically request this by enclosing a stamped addressed envelope. If you have not heard from us within 3-4 weeks of the closing date you should assume that your application has been unsuccessful on this occasion.

5. **Attending for Interview**

When attending an interview, you will be required to bring:

- Original qualification certificates
- Original, government issued, identification: Passport, driving licence etc.
- Proof of eligibility to work in the UK: Visa, passport, birth certificate etc.
- It would also be useful to bring along any current DBS clearances that you have.

6. **Medical Clearance**

The Academy has a duty to ensure the fitness of all employees to carry out the duties for which they are employed. You may be required to complete a confidential health declaration form, and if so, the offer of employment will be subject to receipt of a satisfactory medical report. In some cases, a medical examination may be necessary before an appointment can be confirmed.

7. **Disclosure and Barring Service (DBS) Checks**

The Academy is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. All posts require a criminal records check via the Disclosure and Barring Service.

8. **Spent criminal convictions**

The post for which you are applying is exempt from section 4(2) of the Rehabilitation of Offenders Act 1974 by virtue of the Rehabilitation of Offenders Act (Exemptions) Order 1975 which requires you to reveal **any** information regarding spent or unspent convictions, cautions, reprimands or warnings. Failure to disclose information concerning such convictions in your application for this post may lead to dismissal or disciplinary action by Directors. Any information will be treated in strict confidence and will be considered only in relation to your application for this post.

9. Huish Episcopi Academy strives to ensure that no employee or job applicant receives less favourable treatment than another on the grounds of age, disability, ethnic or national origin, gender, marital status, religion, sexual orientation or political belief.

10. The Directors, as the employers of the 'staffing complement' will have regard to this policy insofar as it is consistent with the character of the Schools Foundation and its Trust Deed.

11. Canvassing the support of members of the Huish Episcopi Academy may lead to disqualification of a candidate's application.

12. **Checks on Personal Data.**

We check details of shortlisted candidates against information held by us to determine if candidates are known to the Academy. We hope you appreciate that these checks have to be made to ensure that, as far as possible, we protect our school. In an extremely small minority of cases, the Academy may deem it inappropriate to pursue an individual's application further after these checks have been made. Such a decision would only be made after thorough research, at the end of which there was clear evidence that employing the individual would pose a risk to our school. These checks are made only for this purpose.

13. All external successful applicants will be asked to confirm, in advance of taking up the appointment, that they are eligible to work in the United Kingdom. In order to establish this, the successful applicant will be asked to provide documentation showing their National Insurance Number or provide copies of Tax Forms P45 or P60, or provide other evidence of their entitlement to work in the UK.

14. Candidates called for interview will be reimbursed reasonable travelling and subsistence expenses as soon as possible after the interview. The successful candidate will be reimbursed his/her expenses with the first month's salary after taking up the appointment. If a candidate declines an appointment if it is offered, no expenses will be paid unless the Directors decide that there are extenuating circumstances.

15. The Academy is committed to the safeguarding and promoting the welfare of children and young people and our recruitment and selection processes are particularly rigorous in relation to child protection. You should be aware that aspects of the assessment process and interview will explore your motivation and suitability to work with children.

If you have problems completing the form or require it in a different format, please contact the Academy on 01458 250501.