



## Your Application and our Recruitment Process

### Applying for a job

Tidemill Academy's Equal Opportunity Policy means that we want to ensure that every applicant is treated fairly. This means we are not able to consider previous applications or personal knowledge of you. The information you provide in your application form is the only information we will use in deciding whether or not you will be shortlisted for the selection process. Your application form is therefore very important and the following advice is designed to help you complete it as effectively as possible.

### The person specification

Each vacancy advertised is based on a person specification which describes the skills, experience and aptitudes we are looking for. Please look at this carefully so that you know what the job involves and the range of expertise required. Ask yourself why you are interested in the job and whether you will meet our requirements. If you think you meet our requirements, we encourage you to apply.

### Making an application

Write out the form in draft to avoid mistakes, repetition etc. Ensure the information you give is well organised and relevant. Your application needs to show the relevant skills, interest and experience you have gained. Give examples of the work you have been involved in and write in a positive way (e.g. I was responsible for .... I organised ....). Always remember to specify your own responsibilities rather than those of your section or department.

The most important thing is to tell us – we are unable to guess or make assumptions. If you have any disabilities and need assistance in completing the form, please let us know and we will be pleased to help. It follows from the above that you should gear your application to the specific job – don't submit the same one for a series of jobs unless it is equally appropriate. All applications need to be made on the application form provided. CVs will not be considered. Please ensure your application arrives by the closing date and time stated on the advert. Always keep a copy for your reference.

### Shortlisting and Interviews

Applicants who meet the requirements are normally shortlisted for interview. In addition Tidemill Academy conducts tests and written exercises in appropriate circumstances and you may therefore also be asked to undertake such exercise as part of the selection process for this vacancy. At the interview, the panel will ask questions which are intended to allow you to expand on your application and to demonstrate the extent to which you meet the requirements of the post. You will also have the opportunity to ask questions about the job, conditions of service etc.

### Disabled Applicants

If you are a disabled person but are unable to meet some of the job requirements specifically because of your disability, please address this in your application. If you meet all the other criteria, you will be shortlisted and we will explore jointly with you if there are ways in which the job can be changed to enable you to meet the requirements. This could include adjustment to premises and equipment or job duties.

### Conditions relating to offers of employment

All offers of appointment are subject to:-

- a) **Satisfactory medical clearance.** All successful candidates complete a medical questionnaire and may be required to pass a medical examination by an Occupational Health Physician.
- b) **Satisfactory references.** Normally 2 references are taken up, one of which should be your line manager in your present or most recent employment, or if you are a school; college or university leaver, your Headteacher or tutor. For internal candidates a reference from your line manager will be sought.
- c) **Confirmation of correct national insurance number** through checks with the relevant government agencies
- d) **Police clearance for posts exempt from the Rehabilitation of Offenders Act.** This is a requirement for all posts in schools and you will be required to submit and secure an Enhanced DBS clearance
- e) **Eligibility to work in the UK** by providing a relevant document as specified by the Asylum & Immigration Act 1996
- f) **Evidence of qualifications** outlined on your application form

Requirements for a), c) and e) do not apply to internal candidates as these conditions have already been met.

## **Fair Recruitment**

Tidemill Academy puts great importance on ensuring that every stage in our recruitment process is fair and properly carried out. We have a duty to ensure that everyone is treated in a non discriminatory way. We hope that you will feel you have been fairly treated even if you are not appointed. If you want to discuss why you have not been successful, please contact the Manager who interviewed you in the first instance who will be pleased to give verbal feedback.

If you remain unsatisfied after speaking to the Manager / Headteacher, you should write to the Chair of Governors giving details of the post you have applied for and we will ensure that the matter is properly investigated. We will aim to respond to you in writing within 10 working days. If there is a delay in responding to you, we will write to you after 10 working days explaining the reasons for the delay and when we expect to be able to respond. If your complaint is found to be valid we will review as appropriate our recruitment procedures.

## **Filtering Of Cautions And Convictions**

This document provides guidance on the convictions which do not need to be declared on your application form. Please read carefully before answering this question. Further information is available from:

[www.gov.uk/government/organisations/disclosure-and-barring-service](http://www.gov.uk/government/organisations/disclosure-and-barring-service)

The filtering rules (which remove certain old and minor convictions and cautions, reprimands and warnings from a DBS Certificate) were developed by the Home Office and the Ministry of Justice and introduced with new legislation. The legislation is:

- Police Act 1997 (Criminal Record Certificates: Relevant Matters) (Amendment) (England and Wales) Order 2013
- Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (Amendment) (England and Wales) Order 2013.

## **The Filtering Rules**

### **For those 18 or over at the time of the offence:**

An adult **conviction** will be removed from a DBS Certificate if,

- 11 years have elapsed since the date of conviction; and
- it is the person's only offence, and
- it did not result in a custodial sentence.

Even then, it will only be removed if it does not appear on the range of offences which will never be removed from a certificate, which include serious sexual and violent offences. (see Exceptions to the Rules). If a person has more than one offence, then details of all their convictions will always be included.

An adult caution will be removed after six years have elapsed since the date of the caution – and if it does not appear on the list of offences relevant to safeguarding.

### **For those under 18 at the time of the offence:**

For convictions, the same rules apply as for adult convictions, except that the elapsed time period is five and a half years. For cautions, the same rules apply as for adult cautions, except that the elapsed time period is two years.

## **Exceptions to the Rules**

Some offences will never be removed from a DBS Certificate. These include the most serious sexual and violent offences. You can view this specified list of offences at:

[www.gov.uk/government/publications/dbs-list-of-offences-that-will-never-be-filtered-from-a-criminal-record-check](http://www.gov.uk/government/publications/dbs-list-of-offences-that-will-never-be-filtered-from-a-criminal-record-check)

If you are unable to access the internet please contact the school who will be able to send this information to you direct.

## **Good Luck**

We hope you will be successful in your application. However, if you are not, please do not be discouraged from re-applying – your skills and experience may be what we need for our next vacancy.