



# CHARTERS

## — SCHOOL —

### GUIDANCE NOTES FOR APPLICANTS

Thank you for your interest in working for Charters School.

We will use the application form to help to decide your suitability for the post so please make sure that it is legible, accurate and complete. You should complete all sections of the relevant application form. Either type or write clearly in **black ink** - this helps with photocopying.

#### **Data Protection – Data Protection Act 2018 and General Data Protection Regulation 2018 (GDPR)**

In compliance with the Data Protection Act 2018 and GDPR, we would like to inform you of the purpose for which we are processing the data we have asked you to provide on this application form. Further information is available in our Privacy Notice and Data Retention Policy which can be found in the policies section of our website [www.charterschool.org.uk](http://www.charterschool.org.uk).

The person responsible for Data Protection in our organisation is Mrs Julie Mitchell and you can contact her with any questions relating to our handling of your data. You can contact her at 01344 624826 or [dpo@charterschool.org.uk](mailto:dpo@charterschool.org.uk).

The information you have provided on this form will be retained in accordance with our data retention policy.

To read about your individual rights and/or to complain about how we have collected and processed the information you have provided on this form, you can contact our Data Protection Officer. If you are unhappy with how your query has been handled you can contact the Information Commissioners Office via their website [www.ico.org.uk](http://www.ico.org.uk).

This form will be kept strictly confidential but may be photocopied and may be transmitted electronically for use by those entitled to see the information as part of the recruitment process.

#### **Making your Application**

The following advice is designed to assist you with your application and to explain the process that we will use to select the most suitable applicant for the post.

#### **Job Accountabilities and Person Specification**

When we short-list and recruit we use:

- The job accountabilities and person specification

- The application form

The Job Accountabilities and Person Specification outline the main responsibilities of the job. The Person Specification outlines the kind of person we are looking for. It details the knowledge, experience and skills that an applicant needs to do the job. The Person Specification also details which criteria will be used to short-list for interview, which criteria will be explored at interview and if applicable, which criteria will be explored through a range of assessments and ability testing.

Essential Criteria are those that you must have to carry out the responsibilities for the job. Desirable criteria are those that are additional requirements, which we may use if we receive too many applications, which meet the essential criteria.

### **Application Form**

Please refer to the Job Accountabilities and ensure that you provide information that shows how you meet the criteria listed, as we cannot assume anything about you. You need to tell us anything that is relevant to the job for which you are applying. The information contained in the application form is the information we will use when short-listing for interview. CVs will not be used in the short-listing process.

You will need to consider your full current and previous employment (paid and unpaid) since leaving education as well as experience gained in the community, through volunteering and leisure activities. Any gaps/dates in employment should be explained.

Please indicate on the application form any dates that you are not available to attend interview. If you are unable to attend interview on the allocated date, it may not be possible to offer another date or time. We will keep your application and contact you if we are unable to appoint from the original interviews.

### **Correspondence from Charters School**

To provide an efficient and effective service to all applicants Charters School endeavors to communicate in email format where possible. We therefore ask that you provide us with a contact email address.

If you have not been contacted within 3 weeks of the closing date, please assume that you have been unsuccessful on this occasion.

### **Equality and Diversity Monitoring**

At Charters School we want our workforce to reflect the diversity of the community we serve. Your cooperation in providing information by completing the Equality and Diversity Monitoring Form is one of the ways we hope to achieve this. This information will be treated in the strictest confidence and will be detached before short-listing or interviewing.

It is our policy to ensure that job applicants and employees are treated justly, and are recruited, selected, trained and promoted on the basis of the job requirements, skills and abilities. We will ensure that people are not disadvantaged by conditions or requirements, which cannot be shown to be justified as being necessary for the effective performance of the job. You are under no obligation to complete this form, however if you do you are agreeing, under the Data Protection Act 1998 that Charters School may hold and use personal information about you for monitoring purposes.

### **Safeguarding the Vulnerable**

Charters School has a responsibility for and is committed to safeguarding and promoting the welfare of children and young people to ensure that they are protected from harm.

**ALL CONDITIONAL OFFERS OF EMPLOYMENT ARE SUBJECT TO THE FOLLOWING PRE-EMPLOYMENT CLEARANCES:**

## **Satisfactory Medical Clearance**

All successful candidates complete a medical questionnaire online and may be required to pass a medical examination by our occupational health provider.

## **Satisfactory References**

Charters School's practice is to take up two references, one of which must be the current or most recent employer. Referees must not normally be a member of your family, or spouse/partner. If you are a recent school or further education leaver, one of your references must be from the Headteacher or Lecturer. Occasionally more than two references may be required, if this is the case, we will inform you before we contact former employers.

For all posts references will be taken up following short-listing and prior to interview. Progression of appointments can only occur following the receipt of satisfactory references.

Charters School reserves the right to verify any information given in the application form and throughout the selection process. In the event that Charters School receives any information through the verification process which may differ from the information you have provided or has an adverse effect on our decision, it is the school's policy to give applicants the opportunity to comment on that before any final decision is taken.

## **Evidence of Qualifications**

We will need evidence of the qualifications (original certificates) you specify in your application. Short-listed candidates must bring originals to their interview. Copies will not be accepted.

## **Eligibility to work in the UK**

In order to comply with the Asylum and Immigration Act 1996 (As AMENDED) (Immigration, Asylum and Nationality Act 2006), all employers in the United Kingdom are required to make basic documentation checks on every person they intend to employ.

We ask all short-listed applicants to provide proof that they can be legally employed. We have to see satisfactory proof in the form of **original** documentation before we can confirm any offer of employment. If we do not see satisfactory proof, an offer of employment can be withdrawn. If shortlisted for interview you will be advised which documents you will need to bring to interview.

Copies of relevant documentation will be taken and retained for future inspection by inspectors for the Home Office, if necessary.

## **Disclosure and Barring Service (DBS) (previously Criminal Records Bureau Clearance)**

All posts within Charters School require a DBS check, therefore the successful candidate will be required to complete the appropriate DBS documentation. The successful candidate will be unable to take up the appointment until the clearance is received from the DBS (unless at the Headteacher's discretion). The timescale for these checks is outside Charters School's control and this can take several weeks.

## **Compulsory Declaration of any Convictions, Cautions or Reprimands, Warnings or Bind-overs**

It is the school's policy to require all applicants for employment to disclose convictions or cautions (excluding youth cautions, reprimands or warnings) that are not 'protected' as defined by the [Ministry of Justice: https://www.gov.uk/government/publications/new-guidance-on-the-rehabilitation-of-offenders-act-1974](https://www.gov.uk/government/publications/new-guidance-on-the-rehabilitation-of-offenders-act-1974)

In addition, the job you are applying for is exempt from the provisions of the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013 and 2020) which requires you to disclose all spent convictions and cautions except those which are 'protected' under Police Act 1997 – Part V and the amendments to the Exceptions Order 1975 (2013 and 2020) and are not subject to disclosure to employers on DBS certificates and cannot be taken into account.

If you are invited to interview you will be required to complete a "Disclosure of Criminal Record" form and bring the completed form to interview.

The information you give will be treated as strictly confidential. Disclosure of a conviction, caution, bind-over order, warning or reprimand will not automatically disqualify you from consideration. Any offence will only be taken into consideration if it is one which would make you unsuitable for the type of work you are applying for. However, offences relating to children may make you unsuitable since this is a “regulated position” under the Criminal Justice & Courts Services Act 2000.

### **Access to records of criminal convictions**

Under government regulations Charters School is able (with your consent), to access records of criminal convictions to verify the information you supply. In the event of an offer of employment it is a requirement that a check is undertaken with the DBS. (The DBS is an executive arm of the Home Office which carries out criminal conviction checks for employers). Information on the Bureau can be accessed on the internet at: [www.homeoffice.gov.uk/agencies-public-bodies/dbs/about-us1/](http://www.homeoffice.gov.uk/agencies-public-bodies/dbs/about-us1/). **If you do not give your permission it will not be possible to consider your application further.**

As part of its checking procedure the DBS will also check registers of persons found to be unsuitable to work with vulnerable people which are maintained by the Department of Health and the Department for Education.

Information received from the DBS will be kept in strict confidence and will be destroyed following the recruitment decision. Information will be retained for 6 months (or where services are CQC inspected until the next inspection) after the selection process has been completed in case the applicant or the appointing manager has any queries concerning the information.

You will be sent directly the results of your check by the DBS.

If the DBS check discloses a conviction which you had failed to declare this may disqualify you from appointment, or result in summary dismissal if the discrepancy comes to light after appointment.

### **Further Advice**

If you would like to discuss whether a conviction you have may debar you from working in the role for which you are applying, you may telephone Charters School on 01344 298729 in confidence for advice.

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*If you are invited to interview, please bring the appropriate original documentation with you.*

**PLEASE COMPLETE BOTH PART 1 AND PARTS 2&3 OF THE RELEVANT APPLICATION FORM  
AND RETURN BOTH BY EMAIL TO  
[recruitment@chartersschool.org.uk](mailto:recruitment@chartersschool.org.uk)  
UNLESS A DIFFERENT EMAIL ADDRESS HAS BEEN USED IN THE ADVERT**