

GUIDANCE FOR APPLICANTS

INTRODUCTION

Thank you for your interest in working for St. Michael's School. Our recruitment procedure is intended to ensure that we not only appoint the right person to the job on the basis of merit, but that everyone who expresses an interest in working for the school is treated efficiently and courteously. To help achieve this aim the school is committed to giving you reasonable time to apply for a job, treating you with respect and fairness and being open in relation to our recruitment and selection process.

Please read the following sections carefully. They will provide you with information about how we select people for jobs and help you maximise your chances of success.

By applying to work with children or vulnerable adults within the school, you are confirming that you are not barred from working with vulnerable groups. If this is not the case, you are committing a criminal offence.

COMPLETING THE APPLICATION FORM – GENERAL GUIDANCE

If you are unable to complete this form yourself because of a disability, it may be completed on your behalf by someone else but you must sign it. If you are invited to interview, you will be asked for details of any additional assistance or equipment you may require for the assessment tests or at interview.

Please complete your application form electronically or using BLACK ink if handwritten. All applications must be sent via headmaster@sanctusmichael.com so if your application is handwritten it must be scanned and emailed.

The application form must be completed in full. If any section does not apply to you, please write N/A in the space provided.

A Curriculum Vitae (CV) can be enclosed as a supporting document, but not as a replacement for any part of the application form. Therefore, you should read and complete each section of the form as fully as possible. You should consider doing a rough draft before completing it.

The application form is your opportunity to show us that we should interview you. We have provided you with a job description, which lists the main tasks of the job, and a person specification, which lists the qualities we are looking for in the applicants, and you should use these documents as a guide in completing the application form. If you do not show us how you meet the requirements, you will not be invited to interview. However, it is important that you only provide information that is relevant to the post you are applying for.

You may include information about voluntary activities and/or employment that is relevant to the post you are applying for.

SECTION A – PERSONAL DETAILS

Please complete the personal details section in full. If any box is not applicable, (e.g. home email address) put N/A in the appropriate box.

SECTION B – CURRENT OR MOST RECENT EMPLOYMENT

Please provide details of the duties and responsibilities held particularly those that you consider most relevant to the post you are applying for. Please provide details of any employment that you intend to continue, even if you are successful in this application. The school is required to comply with the Working Time Regulations and must also ensure that additional employment undertaken does not conflict with our Employee Code of Conduct.

SECTION C – PREVIOUS EMPLOYMENT

This section must be completed in date order, beginning with the most recent first. Please list all the employers you have worked for, continuing on a separate sheet if necessary. Any breaks in employment should be explained.

SECTION D – EDUCATION AND TRAINING

List all the qualifications you possess, including dates and grades achieved. You may also list training courses that you have attended. List all professional, craft or similar bodies with which you have membership. If invited to interview, you may be asked to bring your original certificates or other supporting evidence with you.

SECTION E – DETAILS IN SUPPORT OF YOUR APPLICATION

This section is your opportunity to explain how your experience and achievements meet the requirements of the post. It is important that you use the job description and person specification as your guide. Give examples where possible and include experience gained outside work where this is relevant.

SECTION F – REFERENCES

In order to comply with guidance on safer recruitment, applicants are requested to provide two referees, one of whom must be their current or most recent employer. Reference requests will be initiated after shortlisting, prior to interview. We will take receipt of your application as confirmation of your consent to make this request at this stage of the process.

Reference requests will specifically ask:

- About the referee's relationship with the candidate.
- Whether the referee is satisfied that the candidate has the ability and is suitable to undertake the job in question.
- Whether the referee is completely satisfied that the candidate is suitable to work with children, and if not, for specific details of concerns and the reasons why the referee believes the person might be unsuitable.

Referees will also be asked to confirm details of:

- The applicant's current post, salary and sickness record;
- Performance history and conduct;
- Any disciplinary procedures in which the disciplinary sanction is current;
- Any disciplinary procedures involving issues related to the safety and welfare of children, including any in which the disciplinary sanction has expired and the outcome of those.
- Details of any allegations or concerns that have been raised that relate to the safety and welfare of children or behaviour towards children and the outcome of those concerns.

We reserve the right to contact any of your previous employers for a reference. However, we will contact you before approaching anyone that you have not listed as a referee.

SECTION G – MISCELLANEOUS INFORMATION

It is essential that all parts of Section G of the application form are completed and the declaration is signed and dated.

Please take note of the need to declare any relationships and provide accurate information as described in Section G of the Application Form. Further guidance is contained in the Information to Applicants.

EQUAL OPPORTUNITIES

The School's Equal Opportunities Policy applies to the employment of all staff and fully supports the principle of equal opportunities in employment and firmly opposes all forms of unlawful or unfair discrimination.

The School's equal opportunities policy requires that the recruitment process must lead to the employment of the most suitable individual for the job, taking into account only experience, skills, abilities and qualifications.

To assist us in monitoring the effectiveness of our equal opportunities policy your information pack includes a monitoring form. The form is used for monitoring purposes only and plays no part in the selection process. The monitoring form is separated from the application form upon receipt. We hope that you will complete and return it with your application form.

REHABILITATION OF OFFENDERS ACT 1974

All applicants are required to declare any unspent convictions under the Rehabilitation of Offenders Act 1974 as amended. However, all posts require applicants to obtain a Disclosure from the Disclosure & Barring Service (DBS).

The School complies fully with the DBS Code of Practice and a copy of this is available on request.

ASYLUM AND IMMIGRATION ACT 1996

The Asylum and Immigration Act 1996 requires the School to ensure that it does not employ people who are not entitled to live or work in the UK. Therefore, you will be asked to provide two of the following documents during the appointment process.

- A document showing your National Insurance Number (e.g. a P45, P60, payslip, a National Insurance card).
- A passport confirming British or EU citizenship, or which shows the entitlement to live and work in the UK.
- A birth certificate.
- A letter from the Home Office confirming that you are allowed to work in the UK.

We will advise you of the stage of the recruitment process that you will need to provide such documents.

The School must receive references that are satisfactory to us before any offer of employment can be made. One reference must be from your current or most recent employer, where applicable.

The School is required to ensure that all appointments are on the basis of merit, and that there is no conflict of interest between its governors and employees. Therefore, you are required to declare in writing whether you are related in any of the ways described below, to any current governor or employee of the School, or to the partner of such a person. The declaration of any such relationship will not disqualify you from consideration. However, to ensure that the School's recruitment decisions are seen to be fair and on merit, the appointment of an applicant with such a relationship(s) must be authorised by the school's Recruitment Committee.

The relationships that must be declared are:

- Parent (incl. In-laws)
- Grandparent
- Partner (whether married or not)
- Child
- Stepchild
- Adopted child
- Grandchild
- Brother (incl. In-laws)
- Sister (incl. In-laws)
- Uncle
- Aunt
- Nephew
- Niece
- Dependant

A failure to disclose any such relationship or directly, or indirectly seeking the support of any governor or employee for any appointment with the School, will be investigated. Candidates should be aware that this may lead to disqualification or may be dealt with under the appropriate procedure which may include the Disciplinary Procedure.

Any candidate who is unsure whether or not a relationship should be declared (or where the relationship is one not listed above) is advised to contact the School.

SHORTLISTING

Applicants will be shortlisted on the basis of the information they provide via the application form and supporting documents.

INTERVIEWING

In order to ensure fairness, selection will involve an interview with a panel, one of whom will have successfully completed Safer Recruitment training.

In addition to an interview, there will be other tasks as part of the assessment and selection procedure; you will be given details if you are shortlisted and the necessary facilities made available.

MEDICAL CLEARANCE

Any appointment will be subject to medical clearance. In order to progress your application, you will be asked to complete a medical questionnaire and return it under confidential cover to the School Office. In some circumstances the candidate may then be required to undergo a medical examination.

GDPR

The School fully supports and adheres to the principles detailed in the GDPR Regulations, May 2018. Please read our Recruitment Privacy Statement to see how the School handles your data during the recruitment process.

NATIONAL FRAUD INITIATIVE

The School is under a duty to protect the public funds that it administers and to this end may use the information you have provided for the prevention and detection of fraud. The School may also share this information with other bodies administering public funds solely for these purposes.

Thank you for taking the time to read these guidance notes. We look forward to receiving your application.