Guilsborough Academy
Guilsborough Multi Academy Trust

APPLICATION AND RECRUITMENT PROCESS GUIDELINES

Guilsborough Academy is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Applying for a job

Guilsborough Academy's Equal Opportunities Policy means that we want to ensure that every applicant is treated fairly. 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. Every vacancy advertised is based on a Job/Person Specification which describes the skills, experience and aptitudes we are looking for. If you think you meet our requirements, we encourage you to apply.

Making an application

You can access and download the appropriate teaching/support staff application form from our website www.guilsborough.northants.sch.uk – from the Home page click on 'News and Events", then 'Vacancies'. If you have any disabilities and need assistance in completing the form or accessing the school, then please let us know and we will be pleased to help.

NB The application form must be received completed in full before it can be considered – a letter of application and CV is not sufficient.

If you are completing the on-line application form, please email it back to us on completion to HR@guilsborough.northants.sch.uk alternatively print off a hard copy and post it for the attention of Mrs Helen Thompson, HR Manager, Guilsborough Academy, West Haddon Road, Guilsborough, Northants, NN6 8QE.

Applications must be received by 3pm on the advertised closing date.

Canvassing any member of staff, or member of the Governing Body directly is prohibited and will be considered a disqualification.

Unless otherwise stated, if we have not contacted you within 4 weeks of the closing date, you may assume that your application has been unsuccessful.

Short listing and Interviews

Your application form will be matched against the selection criteria (as per the Person Specification) for the post. Depending on the requirements of the vacancy, the school may conduct tests and written exercises in appropriate circumstances and you may therefore also be asked to undertake such exercises as part of the selection process for this vacancy.

For teaching vacancies, all candidates will be asked to teach a trial lesson in a specialised subject, either at the long list of short list stage. The lesson will be observed and form part of the interview process.

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; we will also ask questions at the interview to ascertain your suitability to work with children. You will have the opportunity at the end of the interview to ask questions about the job, conditions of service, etc.

References will be sought prior and we may also approach previous employers to verify or clarify specific information. Referees may be contacted by telephone or email and will be invited to submit written references.

At least one of the referees must be your current employer; at least one reference will be required relating to your suitability to work with children, if you are not currently doing so.

After the interview a decision will be made and candidates will be advised as quickly as possible.

The successful applicant will be required to have an enhanced DBS check and a medical questionnaire completed before commencing employment.

Conditions relating to offers of employment

All offers of appoint are subject to:

1. **Police clearance for posts exempt from the Rehabilitation of Offenders Act**. All school based staff will require List 99 and enhanced DBS clearance checks.
2. **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 at school, college or university leaver, your Headteacher or Tutor. For internal candidates a reference from your line manager will be sought.
3. **Confirmation of correct National Insurance number** through checks with the relevant government agencies.
4. **Satisfactory medical clearance**. All successful candidates complete a medical questionnaire and may be required to pass a medical examination by the occupational health advisors used by the school.
5. **Eligibility to work in the UK** by providing a relevant original document as specified by the Asylum and Immigration Act 1996 (photocopies will not be accepted).
6. **Original evidence of identity and qualifications** (photocopies will not be accepted).
7. **Verification of qualifications**, if not verified after the interview.
8. **Satisfactory completion of the probationary period.**

Teaching Posts

In addition to the above, the following conditions apply:

- **Verification** of Qualified Teacher Status
- **Verification of successful completion of statutory induction period** (applies to those who obtained QTS after 7 May 1999)

Requirements 3 and 5 do not apply to internal candidates as these conditions will already have been met.

Fair Recruitment

We put 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 that you have been treated fairly even if you are not appointed. A member of the interview panel will always provide feedback if you would like to receive it.

EQUAL OPPORTUNITIES STATEMENT

The Governing Body supports Equality of Opportunity in employment and will follow the school's own equal opportunity policy and will not discriminate on the grounds of gender, ethnic origin, disability, religious belief, sexual orientation or age. All employment and pay related decisions will be taken in compliance with the Race Relations (Amendment) Act (2000), Disability Equality Duty (2003) and Equality Act (2006)

For further details, please contact Mrs Helen Thompson, HR Manager on HR@guilsborough.northants.sch.uk or telephone 01604 749105