Information for Applicants

CORE Education Trust is committed to a policy of ensuring equality of opportunity in employment for all, and to taking action to avoid discrimination.

Job applicants are considered only on their ability to do the job for which they are applying.

CORE Education Trust's Equality Policy States the following:

CORE Education Trust is committed to achieving the highest standards of employment practice.

Equality of opportunity for the entire workforce is an integral part of this commitment.

The Trust will not tolerate less favourable treatment on the grounds of sex, gender reassignment, race, colour, nationality, ethnic or national origins, disability, marital status, sexual orientation, responsibility for dependents, age, trade union or political activities, religious beliefs, spent offences or any other reason which cannot be shown to be justified.

The Trust seeks to provide a positive role model for other organisations in the community.

To achieve these aims the Trust will continue to:

- Ensure that its employment practices provide equality of opportunity for both current and prospective employees and promote a work culture that values diversity.
- Use the Equality Act 2010 and any other appropriate legislation as a framework for action to support initiatives.
- Work in partnership with community groups and other agencies to remove any barriers to fair and equal treatment.

Equality Monitoring

To see whether this policy is effective we need to be able to measure (monitor) the people applying for and starting jobs with the Trust. We need to be able to tell:

- Whether you are male or female
- Your ethnic origin
- Whether you have a disability
- Your age group
- Where you saw the vacancy advertised.

We would therefore ask you to provide the monitoring information attached to the application form. Any information gathered will not identify individuals, but will only be used to measure how we are progressing towards achieving our aims.

Some of the information may also be used in connection with the Trust's policy of guaranteeing an interview to people with disabilities who meet the essential requirements of the job. We would also need to know if that person has any special needs during the recruitment process which we would need to respond to, e.g. an interview room accessible to wheelchair users, a Sign Language interpreter, a request for a disabled person to be on the interview panel, etc.

CVs cannot be accepted because of the difficulty of removing personal details which would identify you.

However, if you have a disability which makes it difficult to complete an application form you are allowed to submit a CV provided it contains sufficient information to enable the selection panel to assess whether you possess the essential requirements for the job when shortlisting for interview.

The information you provide will be treated confidentially and will not be revealed outside the council except as part of an overall equality statistical report which could not identify individuals.

The application forms of all unsuccessful applicants are destroyed after six months.

Job Applicants Charter

CORE Education Trust is committed to its Equality Policy and all job applicants will be treated equally and fairly throughout the recruitment and selection process.

We will make every effort to ensure that you are dealt with to the following standards:

- You will be treated in a polite and helpful manner at all times.
- We will try to take account of any particular needs you advise us of in relation to the recruitment and selection process.
- Whenever we contact you we will give you the name and telephone number of someone who will deal with any queries you may have.
- Your online application will be dealt with efficiently and confidentially:
    - Submitted application forms are acknowledged via email.
    - You will be informed if you have been shortlisted for interview within 28 working days of the closing date.
    - You will be advised within 10 working days of the result of any interview or selection test that you have taken part in, and you will have the right to discuss the results with the chairperson of the interview panel.
    - You will be kept informed of any delays that may occur in the recruitment and selection process, together with the reasons for them.
- All information provided to you will be:
    - Written in plain English.
    - Up to date, accurate and produced to professional standards.
    - Produced in large print format or Braille where requested.

- To ensure fairness for all applicants, only applications received by the closing date will be considered.
- All decisions will be made in line with the Trust's Recruitment and Selection and Equality Policies.
- All decisions will be made on merit and in line with the job and skills requirements already set for the vacancy.
- on request we will provide feedback to candidates on reasons for non-selection either at the shortlisting stage or following interview.
- We will take seriously any complaints or concerns you may have about your treatment during the recruitment and selection process. We will investigate these promptly in line with the standards below.

Recruitment and Selection Complaints Procedure

Internal Complaints

Current Trust employees should follow the established grievance procedure.

External complainants

If you are external to the Trust you must write to the Head Teacher at the appropriate Academy or to the Business Manager if applying for a position directly with the Trust, within 20 working days of, the event taking place.

The Head Teacher/Business Manager, in conjunction with the relevant HR Manager will respond to your complaint in writing within 10 working days of receipt of your letter. If you are dissatisfied with the response received, you should write to the Executive Principal within five working days stating why you wish to appeal against the decision.

The Executive Head Teacher, or their designated officer, will investigate the matter fully and advise you of the outcome within 10 working days of receiving your appeal.

All complaints will be treated in confidence. The filing of a complaint will not affect your future treatment in terms of recruitment, selection, promotion or services provided.

Recruitment and Employment of Ex-Offenders

CORE Education Trust aims to promote equality of opportunity for all with the right mix of talent, skills and potential and welcomes applications from a diverse range of candidates.

Criminal records will be taken into account for recruitment purposes only where the conviction is relevant.

Unless the nature of the work demands it, (this will be clearly stated on personnel specifications) candidates will not be asked to disclose convictions which are 'spent' under the Rehabilitation of Offenders Act 1974. Having an 'unspent' conviction will not necessarily bar a candidate from employment. This will depend on the circumstances and background to the offence(s).

Safeguarding Vulnerable Groups

Employees have a general responsibility for safeguarding vulnerable groups - children in the course of their duties, and for ensuring that they are aware of the specific duties relating to their role.

If the post is one that requires a disclosure at any level from the Disclosure and Barring Service (DBS) as detailed on the Personnel Specification you are not entitled to withhold information about a previous conviction even if it is, for other purposes, spent under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975. CORE Education Trust retains the right to request that a further disclosure is sought at any time. Should this decision be made, a discussion when be held with the individual in the first instance.

Any criminal convictions, cautions and warnings obtained or undergone by any employee during or prior to employment are to be declared immediately. Continued employment will be subject to any of the above being acceptable to the Trust in relation to your work. A failure to declare any of the above will result in a disciplinary investigation and may result in disciplinary action being taken against you.

CORE Education Trust has a fair and non-discriminatory policy on the recruitment of ex-offenders. A criminal record does not automatically render a person unsuitable for employment, but when working with Vulnerable Groups including children certain criminal convictions may conflict with the work. We would carry out a risk assessment and may then meet with the applicant to discuss their offences or other relevant matters.

In line with the Data Protection Act 1998 all unsuccessful application forms will be securely destroyed after six months.

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Safeguarding of Vulnerable Groups - Children

Please read this important information if the post for which you are applying is classed as Regulated Activity with regard to working or having contact with Vulnerable Groups, including Children.

1. Exemption Orders to the Rehabilitation of Offenders Act 1974 permit us to ask you to tell us about all convictions or cautions on your application form. You are obliged to tell us.
2. Under the Disclosure & Barring Service Scheme, we will need to check that you are not barred from working or having contact with Vulnerable Groups, including Children (according to the post).
3. Currently we will discover this from an application by you for an Enhanced DBS check for Regulated Activity, which we will arrange for you.
4. If you are already barred from working with either Children or Vulnerable Groups, we cannot by law employ you for this post, and you will commit an offence by making an application.
5. If you are not barred, a criminal record will not automatically bar you from employment, but you may be required to attend a meeting with a Senior Officer of the Council to discuss the details of your record.
6. All information provided by you and the DBS Disclosure, will be kept secure and only made available to persons who need to view it for employment purposes. It will be destroyed after use. We have undertaken to comply with the DBS Code of Conduct relating to storage and security of all Disclosure information.