

## **Guidance Notes for all Applicants**

### **Safeguarding Vulnerable People**

The Dearne ALC is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment.

### **Background Information**

To help you decide whether or not you want to apply for the job, as well as helping you fill in the form, you should require the following:

- Application form
- Job Description
- Employee Specification
- Recruitment Pack

If you are applying for more than one post please fill in a separate form for each post, as each post will have a different employee specification. If you use extra sheets, please remember to put on each sheet your name and the post title you are applying for. The employee specification is very important, as it tells you what experience, general and special knowledge, skills and abilities, and additional factors a person must have to be able to do the job. You will be shortlisted and invited for interview if you can demonstrate how you meet the criteria. The information presented by you will be assessed from a combination of the application form, the interview itself, or in some cases via practical tasks or exercise.

In line with Safer Recruitment Guidelines a clear timeline from the applicant leaving school to the present day must be evidenced in this application form. This includes all dates and relevant details of education establishments attended, all employment history, periods of unemployment and time working/living abroad. Applications that fail to evidence a clear timeline will not be shortlisted as part of the recruitment process.

For further information on Safer Recruitment:

<https://www.gov.uk/government/publications/safeguarding-children-and-safer-recruitment>

## **Interviewing**

If you are selected for interview we will write to you with details of the time, date and place.

If you are a disabled person and you meet all the essential criteria for the job, you will be guaranteed an interview. You will be asked to tell us of any arrangements we can make in order to make the interview a fair and reasonable one, for example:

- car parking is near the place of interview
- someone is available to meet you at the entrance
- a sign language interpreter is present if requested
- a friend/support person is present at the interview
- preferred/appropriate type of seating is available
- an induction loop is in operation if needed, etc.

Please do not send in a CV as it will not be considered.

## **Canvassing**

Any form of canvassing, directly or indirectly of Members or Officers of the Council or Governors will result in your application form being disqualified.

## **Access for Disabled People**

The Equality Act 2010 defines a person as having a disability if he or she has a physical or mental impairment which has an effect on his or her ability to carry out normal day-to-day activities. That effect must be

- substantial (ie more than minor or trivial), and
- adverse, and
- long-term (that is, it has lasted or is likely to last for at least a year or for the rest of the life of the person affected)

The criteria will be ranked as follows:

### **Essential**

These criteria are essential as they are needed to carry out the duties effectively.

### **Minor**

These are criteria, which are an additional bonus but are not necessary to carry out duties effectively within the initial induction period.

In completing your application form, as well as thinking about relevant work experience, you should also consider experience at home, school, or college or as a volunteer which is relevant to the job you are applying for.

## Qualifications

Before an appointment is made, you will need to show certificates as evidence of your qualifications.

## References

Please note:

- both references should be work related
- if you are currently employed, one of the referees should be your present employer
- we will not accept character references or references from relatives or from people writing solely in the capacity of friends.

References are taken up for shortlisted candidates. **If you do not wish a reference to be taken up at that stage, please state why.** Please do not send copies of your references with the application form.

**Please remember to submit your applications on time as late applications will not be considered.**

## Equality Monitoring

The Dearne ALC enforce Barnsley Metropolitan Borough Council's Equality and Diversity Policy in relation to Employment is based upon 3 key principles:

1. In all aspects of employment, there will be no discriminations against any person on the basis of Age, Sex, Race, Colour, Religion, Disability, Nationality, Ethnic Origin, Sexual Orientation or Marital Status.
2. All promotions and appointments will be strictly on the basis of assessing the individuals' capacity and ability to do the job.
3. The Council accepts the "Social" Model of Disability. This states that a person's impairment does not always disable them, and more often it is the environment, working practices and attitudes, which disable people by creating barriers to employment. The Council is thus committed to making 'reasonable adjustments' to the recruitment procedures, working practices and the working environment to accommodate people with disabilities.

**Thank you for interest in joining the Dearne ALC. We look forward to receiving your application.**