Guidance Notes for Teaching and Support Staff

Please read these guidance notes prior to the completion of <u>any</u> Furze Platt Senior School application form.

Thank you for your interest in working for Furze Platt Senior 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 application form. Either type or write clearly in black ink - this helps with photocopying. A curriculum vitae is not necessary.

Data Protection Act 1998
Please note the information you have provided will be used during the recruitment procedure in accordance with our obligations under the Data Protection Act 1998. Data contained within the Equal Opportunities monitoring form will be used to produce depersonalised statistics for reporting and monitoring purposes. If your application is successful, this form and the information collected through the recruitment campaign will be stored and used as part of your personnel record.

We will not share your information with any other organisation unless required to do so by statute.

Please retain this page for your records

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.

Person Specification and Job Description
When we short-list and recruit we use:

- Person Specification and Job Description
- The application form

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 which will be verified through reference checking. The Job Description outlines the main responsibilities of the post; it is not exhaustive.

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 Person Specification and ensure that you provide information that shows how you meet the criteria listed. 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.

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.

Please indicate on the application form any dates that you are not available to attend interview, though we will not always be able to match our interview schedule to your availability.

Correspondence
To provide an efficient and effective service to all applicants the School endeavours to communicate in email format where possible. We therefore ask that you provide us with a contact email address and to provide email addresses if possible when completing the References Section of the application form. We will email candidates to let them know whether they have been shortlisted.

Appointment and Feedback
It is our usual practice to telephone candidates at the end of the day to notify them of whether they have been successful. If you are unsuccessful, you will be offered feedback, designed to help you with future applications.

Equal Opportunities Monitoring Form
At Furze Platt Senior School we want our workforce to reflect the diversity of the community we serve. Your cooperation in providing information by completing the equal opportunities 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 Furze Platt Senior School may hold and use personal information about you for monitoring purposes.

Safeguarding the Vulnerable
Furze Platt Senior School has a responsibility for and is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults to ensure that they are protected from harm

Applicants with a Disability - Guaranteed Interview Scheme (Two Ticks Symbol)
Furze Platt Senior School operates a Guaranteed Interview Scheme. This scheme ensures that any disabled candidate, who meets the minimum essential criteria for the job, will be guaranteed an interview alongside other short-listed candidates. The final appointment will, however, be on merit.

Please see the Equal Opportunities Monitoring section of the application form for further details.

All conditional offers of employment are subject to the following pre-employment clearances:

Satisfactory Medical Clearance
All successful candidates complete a medical questionnaire and may be required to pass a medical examination by the School's occupational health physician.

Satisfactory References
Furze Platt Senior School practice is to take up two references, one of which must be the current or most recent employer. Where candidates are employed or were employed in a school, it is expected that the employer reference will come from the Headteacher. Referees must not 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 teaching staff it is the policy of the Furze Platt Senior School to take up references **prior** to interview, unless requested otherwise.

Furze Platt Senior School reserves the right to verify any information given in the application form and throughout the selection process. In the event that the 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 School's policy to give applicants the opportunity to comment on that before any final decision is taken.

No offer of employment will be made without the receipt of two satisfactory references.

Disclosure and Barring Service (DBS) Clearance
If a post requires a DBS check, then the successful candidates 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. The timescale for these checks is outside RBWM's control and this can take several weeks.

Rehabilitation of Offenders Act 1974
The Rehabilitation of Offenders Act 1974 makes it unlawful for prospective employers to take into account offences in relation to which the person concerned is deemed to be rehabilitated. However all posts at Furze Platt Senior School are covered by the Rehabilitation of Offenders Act (Exemptions) Order 1975 whereby detail must be given about all convictions, whether spent or not.

Therefore, all applicants applying for posts at Furze Platt Senior School will need to complete the attached Disclosure of Criminal Background form.

Evidence of Qualifications
We will need evidence of the qualifications (original certificates) you specify in your application form. Shortlisted candidates must bring the original certificates with them on the interview day. 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.

From the 29th February 2008 the requirements for documentation are as follows:

List A establishes that the person has an ongoing entitlement to work in the UK.

List A:

- A UK passport
- A passport containing a certificate of entitlement certifying that you have the right of abode in the UK.
- A European Economic Area (EEA) (including Switzerland) passport or EEA national identity card.
- A residence permit, registration certificate or document certifying or indicating permanent residence issued by the Home Office (HO) or the Border and Immigration Agency (BIA) to a national of an EEA country or Switzerland.
- A Permanent residence card issued by the HO or the BIA to the family member of a national of a EEA country or Switzerland
- A Biometric Immigration Document issued by the BIA, which indicates that the person named, is allowed to stay indefinitely in the UK or has no time limit on their stay in the UK.
- A passport or other travel documentation endorsed to show that the holder is exempt from immigration control, is allowed to stay indefinitely in the UK, has the right of abode in the UK or has no time limit on their stay in the UK.
- An Immigration Status Document issued by the HO or the BIA to the holder with an endorsement indicating that the person named in it is allowed to stay indefinitely in the UK or has no time limit on their stay in the UK, **when produced in combination with** an official document giving the person's permanent National Insurance Number and their name issued by a Government agency or a previous employer
- A full birth certificate or an adoption certificate issued in the UK, Channel Islands, the Isle of Man or Ireland that specifies the names of your parents; **when produced in combination with** an official document giving the persons permanent National Insurance number and their name issued by a Government agency or a previous employer.
- A certificate of registration or naturalisation as a British citizen; **when produced in combination with** an official document giving the person's permanent National Insurance Number and their name issued by a Government Agency or a previous employer.
- A letter issued by the HO or the BIA to the holder, which indicates that the person named in, is allowed to stay indefinitely in the UK**, when produced in combination with** an official document giving the person's permanent National Insurance Number and their name issued by a Government agency or a previous employer.

List B indicates that the employee has restrictions on their entitlement to be in the UK and it is a requirement for checks in List B to be repeated annually until they can provide a document from List A or they leave our employment.

List B:

- A passport or travel document endorsed to show that the holder is allowed to stay in the UK and is allowed to do the type of work in question, provided that it does not require the issue of a work permit.
- A Biometric Immigration Document issued by the BIA, which indicates that the person named, can stay in the UK and is allowed to do the work in question.
- A work permit or other approval to take employment issued by the HO or BIA **when produced in combination with** either a passport or another travel document endorsed to show the holder is allowed to stay in the UK and is allowed to do the work in question, or a letter issued by the HO or the BIA to the holder or the employer or prospective employer confirming the same.
- A certificate of application issued by the HO or the BIA to or for a family member of a national of a EEA country or Switzerland stating the holder is permitted to take employment which is less than 6 months old, **when produced in combination with** evidence of verification by the Border and Immigration Agency Employer Checking Service (BIAECS)
- A residence card or document issued by the HO or the BIA to a family member of a national of an EEA country or Switzerland.
- An Application Registration Card issued by the HO or the BIA stating the holder is permitted to take employment, **when produced in combination with** evidence of verification by the BIAECS.
- An Immigration Status Document issued by the HO or the BIA to the holder with an endorsement indicating that the person named in it can stay in the UK and is allowed to do the type of work in question, **when produced in combination with** an official document giving the person's permanent National Insurance Number and their name issued by a Government agency or a previous employer.
- A letter issued by the HO or the BIA to the holder or employer or prospective employer, which indicates that the person named in it can stay in the UK and is allowed to do the work in question**, when produced in combination with** an official document giving the person's permanent National Insurance Number and their name issued by a Government agency or a previous employer.

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

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