**Application for Employment**

**Guidance Notes**

**Application Procedure**

***PLEASE READ THE FOLLOWING NOTES AND THE JOB APPLICATION PRIVACY NOTICE CAREFULLY BEFORE COMPLETING THE APPLICATION FORM.***

*These notes are for information only and do not constitute* part of any subsequent contract of employment.

Completing the enclosed application form is the first step in the recruitment process which may lead to an interview and the possible offer of employment. It is therefore most important that you complete ALL sections of the application form as fully and accurately as possible; if some parts are not relevant, write ‘not applicable’ or ‘N/A’ in that space.

**Please type or write clearly and legibly using black ink, as these forms will be photocopied.**

**You must not send us your CV instead of filling in the application form,** it will not be considered as a substitute, during the selection process. However, you may attach any other relevant supplementary information or documents.

INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED AND MAY BE REJECTED WITHOUT FURTHER CONSIDERATION. Please refer to our Job Application Privacy Policy for details of why we need the information and what we do with it.

Please note that, if short-listed for interview, proof of professional and/or relevant qualifications will be required

**Safeguarding and Child Protection**

**Kedleston Group is committed to safeguarding and promoting the welfare of children and requires all staff to act in the best interests of our young people at all times.**

Recruitment of all staff who work with young people at Kedleston Group, is in line with ‘Keeping children safe in education’guidance and includes enhanced DBS checks, barred list checks and prohibition checks (as appropriate).

Please ensure that you bring the original identification documents required for the DBS check with you to any interview. Further details of what documentation you will need can be found here:

<https://www.gov.uk/disclosure-barring-service-check/documents-the-applicant-must-provide->.

**Equality and Diversity**

Kedleston Group is committed to promoting a positive and diverse culture in which all staff and young people are valued and supported to fulfil their potential irrespective of their age, disability, gender reassignment, marriage, civil partnership, pregnancy and maternity, race, religion, belief, sex or sexual orientation.

Kedleston Group values diversity in its workforce and is committed to employing the best candidate for any position. In order to minimise the risk of discrimination, Kedleston Group will focus solely on establishing a candidate’s relevant skills, qualities and experience throughout the recruitment process and only requests personal details considered relevant to the post.

Where appropriate, Kedleston Group will endeavour to make all reasonable and effective adjustments during the recruitment and selection process.

**1. Personal Information**

Please complete the personal information section in BLOCK CAPITALS and record your response to each and every question stated.

**2. Education & Training**

Please list all secondary, further and higher education establishments attended specifying start/finish dates, qualifications (including GCSEs or equivalent), grades, levels and date of award.

**Other Relevant Training**

Please only list training that you have undertaken in current or previous roles that is **relevant to the position you are applying for**.

**3. Current or Most Recent Employer**

Please provide full details of your current or most recent employer this should include a contact name and number, notice required, **specific** reason for leaving and key duties and responsibilities.

Kedleston Group reserves the right to take up references at any time during the recruitment process.

**4. Employment History**

Please provide a full employment history (including part time, temporary and voluntary work) since leaving secondary education.

***You must explain any gaps in your employment history since leaving secondary education in the section provided*** *(excluding periods of full-time education highlighted under Education & Training) e.g. unemployment, ill health, family commitments etc.*

**5. Statement of Competence for the Role**

This section should be used to describe what you have done in previous employment (or in another real life situation) which would demonstrate that you have the have the skills, knowledge and experience required to carry out the roles and responsibilities associated with the job. When identifying examples you should focus on **your** involvement and **your** actions and how you reacted to and dealt with others including colleagues, young people or members of the public.

Do not be afraid to identify what went wrong and to demonstrate what you learned from the experience.

You may be asked detailed questions about your example in your interview or alternatively you may be asked to provide another example.

**6. Leisure Interests**

This is an opportunity to tell us how you relax and spend your spare time. Given the nature of our schools there may be an opportunity for you to encourage others to share your interests.

**7. References**

Please provide details of two professional referees, one of whom must be your current or most recent employer. **The two referees should be from different organisations** wherever possible. Please note that character references will not be accepted. References will normally be taken once an offer of employment has been made and accepted.

If you are applying for a position in Care then we will need to take references from every previous care provision that you have worked for. Please ensure that your employment history section contains the names of the individuals that need to be contacted for this purpose.

**8. Declaration**

Failure to disclose information or the provision of incorrect information is an offence and may result in an offer of appointment being withdrawn or in disciplinary action being taken leading to summary dismissal at a later date and possible referral to the police.

Please read, countersign and date the declaration on the last page of the application form.

**Additional Info for Applicants:**

**Prevention of Illegal Working**

Section 8 of the Asylum and Immigration Act 1996 makes it a criminal offence for Kedleston Group to employ a person aged 16 or over who is subject to immigration control unless:

a the person has current and valid permission to be in the United Kingdom and that permission does not prevent the person from taking the job; or

b the person comes into a category where such employment is otherwise allowed.

In order for Kedleston Group to meet its obligations and benefit from the defence provided for in the Act, you will be required to produce one of the following documents if you are called to interview:

a A passport showing that the holder is a British citizen, or has a right of abode in the United Kingdom.;

b A document showing that the holder is a national of a European Economic Area country or Switzerland. This must be a national passport or national identity card;

c A residence permit issued by the Home Office to a national from a European Economic Area country or Switzerland;

d A passport or other document issued by the Home Office which has an endorsement stating that the holder has a current right of residence in the United Kingdom as the family member of a national from a European Economic Area country or Switzerland who is resident in the United Kingdom;

e A passport or other travel document endorsed to show that the holder can stay indefinitely in the United Kingdom, or has no time limit on their stay;

f A passport or other travel document endorsed to show that the holder can stay in the United Kingdom; and that this endorsement allows the holder to do the type of work you are offering if they do not have a work permit;

g An Application Registration Card issued by the Home Office to an asylum seeker stating that the holder is permitted to take employment.

The document will normally be copied and retained on a personnel file throughout the duration of employment. You may not be allowed to continue with your interview if you fail to bring the original document with you.

**Rehabilitation of Offenders Act 1974**

In accordance with statutory requirements certain pre-employment checks are conducted for positions involving working with vulnerable groups, specifically children and vulnerable adults.

The information obtained from these checks is used to help safeguard these groups. It will not be used to discriminate unfairly against those with convictions which we consider as unrelated to working with vulnerable groups. Having a criminal record will not automatically bar you from employment with us.

As the position you are applying for gives you privileged access to vulnerable groups, it is an Exempted Occupation under the Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975. **This means that you must disclose convictions that are likely to appear on your DBS check during the interview process.** Some convictions will be filtered out of your DBS and these do not need to be disclosed. For more information please see <https://www.gov.uk/government/publications/dbs-filtering-guidance>.

Failure to disclose any criminal convictions could lead either to your application being rejected or, if you are appointed, to dismissal if it is subsequently discovered that you have had any criminal convictions. It is a criminal offence to apply for a position working with children if you are excluded from doing so.