

## APPLICATION GUIDANCE

### Information for Applicants:

#### 1. **Completing the Application Form:**

All sections of the application form must be completed. Incomplete applications will not be accepted. Completed applications should be uploaded to your application on TES before your application is submitted. Handwritten forms will NOT be accepted. Speculative CV's will NOT be accepted, and your application will not be processed unless a fully completed school application form is uploaded and submitted.

#### 2. **Gaps in Employment History:**

Uffculme School is committed to safeguarding and promoting the welfare of children and young people and our recruitment and selection processes are particularly rigorous in relation to child protection. Applicants are therefore required to provide dates and details of their employment history, including any gaps in employment, in their application. Any gaps will also be explored further at interview.

The assessment process and interview will also explore the candidate's motivation and suitability to work with children.

#### 3. **Fitness to Work:**

Uffculme School has a responsibility to ensure that employees are able to carry out the duties of their role safely and effectively in order to maintain a secure and supportive environment for pupils, staff, and visitors.

By submitting this application, you confirm that:

- You have read and understood the requirements of the role as outlined in the job description and person specification.
- You believe that you are able to perform the essential duties of the post with or without reasonable adjustments.
- You understand that, if offered the position, the school will require you to complete a confidential pre-employment health questionnaire to assess any workplace adjustments that may be necessary, in line with the Equality Act 2010 and safer recruitment standards.

No health-related information is requested at this stage, and any disclosure of adjustments will be handled sensitively and in confidence.

#### 4. **Right to Work:**

All external successful applicants will be asked to confirm, in advance of taking up the appointment, that they are eligible to work in the United Kingdom. In order to demonstrate this, the successful applicant will be required to provide original appropriate and relevant documentation that evidences their right to work in the UK or via Right to Work online. **Please note that the school does not offer a visa sponsorship scheme – applications submitted without the right to work will not be accepted.**

5. **Disclosure of Criminal Convictions:**

Applicants should be aware that it is an offence to apply for a role in a school or an academy if they are barred from engaging in regulated activity relevant to children.

A person will be engaging in regulated activity with children if, as a result of their work, they:

- will be responsible, on a regular basis in a school or college, for teaching, training instructing, caring for or supervising children.
- will be working on a regular basis in a specified establishment, such as a school, for or in connection with the purposes of the establishment, where the work gives opportunity for contact with children; or
- engage in intimate or personal care or healthcare or any overnight activity, even if this happens only once.

This post requires a criminal background check via the Disclosure Procedure.

The post for which you are applying is exempt from Section 4(2) of the Rehabilitation of Offenders Act 1974 by virtue of the Rehabilitation of Offenders Act (Exemptions) Order 1975 which requires you to reveal any information concerning spent or unspent convictions, cautions, reprimands or warnings excluding youth cautions, youth reprimands and youth warnings.

6. **Shortlisted candidates will be asked to complete a self-declaration of their criminal record or information that would make them unsuitable to work with children.** Failure to disclose information concerning such convictions may lead to dismissal or disciplinary action by Governors or LA. Any information given will be treated in strict confidence and will be considered only in relation to your application for this post.

7. **Equal Opportunities:**

Uffculme School strives to ensure that no employee or job applicant receives less favourable treatment than another on the grounds of age, disability, race, gender reassignment, marital or civil partnership, religion or belief, sexual orientation, sex or pregnancy and maternity.