

## Guidance Notes for Job Applicants

*You are advised to read these notes carefully as they are designed to help you make the best of your application. A decision to shortlist you for interview will be based solely on the information you provide in your Application Form therefore ensure you have read all of information you have been provided with about the role and the application process. You are also advised to visit The Southfield Grange Trust where you will find out more information about us. Please note, CVs will not be accepted in place of a completed Application Form.*

### Completing the Application Form

The Application Form should be completed, as thoroughly as possible, in black pen or typed. If handwriting your application, please ensure that it is legible and attach additional sheets if necessary – making sure that your name and the post title are on each sheet. Information you provide will be treated confidential.

Prior to submitting your Application Form check the spelling and ensure you have answered every question. Ensure you submit your Application Form to the correct address/email address which should be received before the closing date.

Please ensure you have read the Job Description and Person Specification carefully so you understand what the position involves and are clear what essential skills, knowledge, professional experience and qualifications are required. Your completed Application Form should clearly evidence, by providing examples, that you possess the necessary skills set. Be concise, any additional information included should relate specifically to the post you have applied for. Outline educational and professional qualifications, examination results/grades as required and all work, experience or training you have undertaken. Please note that applicants will only be shortlisted if they demonstrate that they meet the essential requirements of the Person Specification which will be assessed from the Application Form. If your Application Form does not demonstrate that you meet the essential criteria you will not be interviewed.

Give details of all education, training and qualifications undertaken from secondary school onwards, including details of any professional development relevant to the post. Please make clear in your application any hobbies or interests appropriate to the post drawing particular attention to any specific areas and expertise.

Please ensure you complete the Application Form and Declaration sections as truth as possible. On the Application Form please explain the nature of any close personal or familial relationships, if any, with existing members of The Southfield Grange Trust to avoid any conflict of interest. Provision of false information is an offence and could result in your application being rejected or summary dismissal if you have been selected, as well as possible referral to the police and/or Disclosure & Barring Service.

### References

Please ensure you provide details about your present or most recent position. Please list all previous employment in date order, starting with the most recent. Please include any breaks in your employment history and provide an explanation for this, continue on a separate sheet if necessary.

The purpose of seeking references is to obtain objective and factual information to support appointment decisions and to clarify previous employment history and check that information outlined on the Application Form is not contradictory or incomplete.

Referees will be approached before an interview and any relevant issues arising from references will be taken up at the interview. If you object to your referees being approached at this stage please indicate this on the Application Form.

Your chosen referees should be named on your Application Form and must be from an appropriate person who is able to provide information that will confirm your suitability for this post. If you have/are employed in an education setting you should provide the Headteachers details on the Application Form as our reference will always be addressed to the Headteacher. Your second referee may be a previous employer or someone who has knowledge of your skills and can comment on your ability to do the job for which you are applying.

References will not be accepted from relatives, ex/current partners or friends.

### **Interview Process**

After the closing date short listing will be conducted by the Recruitment Panel who will match your skills and experience against the criteria outlined in the Person Specification. You will be selected for interview entirely on the contents of your Application Form.

If you have a disability or health problem this will not preclude you from consideration for a job. As part of the recruitment process, should you have an impairment, you are advised to contact Human Resources to discuss any additional arrangements or reasonable adjustment during the recruitment process. If successful, The Southfield Grange Trust will then use the information you have provided to ensure that we meet our obligations under the Equality Act 2010 if required in order to make reasonable adjustments to the work place so that you are not at any substantial disadvantage compared to a non-disabled person.

All applicants will be notified of the outcome of their interview as soon as is reasonably practicable after the selection process has been concluded. This will usually be done verbally.

### **Safeguarding Children & Vulnerable Young People**

The Southfield Grange Trust is committed to safeguarding and promoting the welfare of children and vulnerable young people and expect all staff, casual workers and volunteers to share this commitment. Safer recruitment practices and procedures are in place to ensure a robust safeguarding culture.

In line with Working Together to Safeguard Children and Keeping Children Safe in Education if shortlisted, you will be required to bring documentary evidence and identification to the interview to satisfy all of our pre-employment and safeguarding checks. A successful candidate will be required to undertake an enhanced Disclosure & Barring (DBS) check and, where required a "Teachers Prohibition Check", "Section 128 Management check" and "EEA teacher regulatory authority restriction check". Proof of eligibility to work in the UK will be required.

Please read the relevant section on the Application Form carefully and provide any relevant information. You will also be required to complete a separate Declaration Form. In either case you are required to disclose any unspent convictions, cautions, reprimands or warnings under the Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975. A disclosure of a criminal background or positive DBS disclosure will be investigated however will not necessarily debar you from employment as this will depend upon the nature of the offence(s). Failure to disclose any relevant information may disqualify you from employment or result in your later dismissal.

If you are currently working with children, on either a paid or voluntary basis, your current employer will be asked about disciplinary offences, including those related to children or young and whether you have been the subject of any child protection allegations or concerns and if so the outcome of any investigation or disciplinary proceedings. If you are not currently working with children, but have done in the past, the employer will be asked about these issues. Where neither your current or previous employment has involved working with children, your current employer will be asked about your suitability to work with children.

## **Equal Opportunities**

The Southfield Grange Trust aims to attract high calibre staff and aim to ensure that safer recruitment and selection processes are effective, systematic and committed to equality of opportunity. We will ensure that no job applicant receives less favourable treatment either directly or indirectly, regardless of age; disability; gender reassignment; marriage and civil partnership; pregnancy and maternity; race; religion or belief; sex and sexual orientation.

To ensure equal opportunities is monitored in recruitment the Trust collects information from job applicants on the key characteristics relating to equal opportunity in employment. In order to do this, we require all applicants to complete an Equal Opportunity Monitoring Form and whilst completion of this Form is voluntary we ask for your assistance. This should be emailed direct to Human Resources at the same time you submit your Application Form. Please be assured that access to this information is restricted and viewed only by a small number of people and will not be sent to the Recruitment Panel. The information you provide will be handled confidentially will not be used in the short-listing process. It will however will help Human Resources monitor the diversity of applications received and will be used for producing statistics for equality and recruitment monitoring purposes only.

## **Contact details**

Should you experience any difficulty with submitting the Application Form, Equal Opportunity Form or have a question about the vacancy contact Human Resources:

**Address:**           **The Southfield Grange Trust**  
                              **Haycliffe Lane**  
                              **BRADFORD**  
                              **West Yorkshire**  
                              **BD5 9ET**

**Telephone:**       **01274 779662**

**Website:**           **[www.southfieldgrange.org.uk](http://www.southfieldgrange.org.uk)**

**Email:**             **[hr@southfieldgrange.org.uk](mailto:hr@southfieldgrange.org.uk)**

***On behalf of The Southfield Grange Trust may we take this opportunity to thank you for your interest, we look forward to receiving your job application shortly. Good Luck.***