

Guidance Notes for Applicants



Applying for a job with HCAT and how to fill in the application form

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Thank you for applying to work for HCAT.

Safeguarding Vulnerable People

The Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Safeguarding Children

As you are applying for a job where you will be working with children and young people, you will be asked for details of: any previous convictions, whether you are subject to sanctions from a regulatory body, and whether or not you are listed on the Independent Safeguarding Authority (ISA) Children's Barred List.

The two regulatory bodies mentioned are GSCC and the TRA; these are the General Social Care Council and the Teaching Regulation Agency.

The list mentioned is the ISA Children's Barred List. The ISA is responsible for the decision making and maintenance of the above Barred List for England, Wales and Northern Ireland covering the children's sectors.

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Background Information

To help you decide whether or not you want to apply for the job, you should have received an applicant information pack containing the Job Description and Employee Specification, as well as other essential information about the job. If you are applying for more than one post please complete an application for each post.

The Employee Specification is very important, as it tells you what experience, general and special knowledge, skills and abilities, qualifications 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. The criteria will be ranked as follows:

- Essential – These criteria are essential as they are needed to carry out the duties effectively.
- Minor/Desirable – 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 experiences at home, school, or college or as a volunteer, which is relevant to the job you are applying for.

Qualifications

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

References

Please note:

- Both references should be work related if possible
- If you are currently employed, one of the referees must be your present employer
- If you have been unemployed for longer than 12 months we will accept a reference from the job centre, employment advisor, doctor or other professional
- We will not accept character references or references from relatives or from people writing solely in the capacity of friends

If you are shortlisted, the Trust will send off for references to the nominated individuals unless you have indicated otherwise on your application form.

Please do not send copies of your references.

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Canvassing

Any form of canvassing, directly or indirectly of Trustees or Governors will result in your application being disqualified.

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 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.

Access for Disabled People

Section 1 of the Disability Discrimination Act 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 (i.e. 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).

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Equality Monitoring

HCAT's Equality and Diversity Policy in relation to Employment is based upon 3 key principals:

1. In all aspects of employment, there will be no discrimination against any person on the basis of Age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation.
2. All promotions and appointments will be strictly on the basis of assessing the individuals' capacity and ability to do the job.
3. The Trust 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 Trust is therefore committed to making "reasonable adjustments" to the recruitment procedures, working practices and the working environment to accommodate people with disabilities.

Information provided by you for this section will not be used for the purposes of shortlisting.

You must ensure your application form is submitted on time as late applications will not be considered.

Please visit our website www.hcacademytrust.education for further information.