

# APPLICATION GUIDANCE NOTES

PLEASE READ THIS GUIDANCE BEFORE COMPLETING YOUR APPLICATION FOR EMPLOYMENT



## SAFER RECRUITMENT

**ASTON COMMUNITY EDUCATION TRUST IS COMMITTED TO SAFEGUARDING AND PROMOTING THE WELFARE OF CHILDREN AND YOUNG PEOPLE AND EXPECTS ALL STAFF AND VOLUNTEERS TO SHARE THIS COMMITMENT.**

***It is an offence to seek employment in regulated activity if you are barred from working with children.***

*This post is exempt from the Rehabilitation of Offenders Act 1974. Applicants are therefore not entitled to withhold information about convictions, cautions or bind-over orders which for any other purposes are "spent" under the provisions of the Act. Any information that is "protected" under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 will not appear on a DBS certificate and does not need to be declared. Guidance on this can be found at <https://www.gov.uk/government/publications/new-guidance-on-the-rehabilitation-of-offenders-act-1974>*

*Successful candidates will be subject to a DBS check at the appropriate level. Shortlisted candidates will be asked to complete a self-declaration related to their criminal record or any information that would make them unsuitable to work with children. Additional checks in relation to the Childcare Disqualification Regulations will be undertaken for successful candidates to junior academies.*

*If you have lived or worked outside of the UK, additional information may be required from you to satisfy safer recruitment checks.*

## GUIDANCE ON COMPLETING THE APPLICATION FORM

- Please ensure you complete the latest version of the application form, which must be accessed via our academy websites.
- CVs will not be accepted. Applications will only be considered if submitted on the correct ACET application form.
- Please ensure you complete the application form fully. Incomplete application forms will be rejected.
- If you are including additional sheets with your application, please make sure they are saved in Microsoft Word or PDF formats, and that you include your name at the top of each additional sheet.
- Please submit your application form and equalities monitoring form as two separate attachments (the shortlisting panel should not see equalities monitoring information).
- Every job advertisement we post will include the contact name and details of the recruitment co-ordinator for the post. Please do not hesitate to contact this person with any questions, queries or concerns during the recruitment process.
- Electronic applications must be sent via email to the email address on the advertisement to which you are applying. If you do not have access to email, please contact the recruitment contact on the advertisement, who will advise where to post or deliver your hard copy application to.
- Please ensure your application is received before the advertised deadline. Applications received after the deadline will not be considered.

## EQUAL OPPORTUNITIES

ACET is committed to ensuring equality of opportunity throughout the recruitment process. We welcome and encourage applications from people of all backgrounds, and your application will be assessed purely on your ability to do the job.

Where required, we will make reasonable adjustments to the selection process where requested by an applicant with a disability. Should you require any reasonable adjustments through the recruitment process, please do not hesitate to contact us.

## INVITATION FOR INTERVIEW

If you are invited for interview, please bring original copies of all qualifications, photo identification and proof of address.

If you have changed your name since gaining your qualifications, please bring marriage or other certificate to confirm your identity.