GUIDANCE FOR APPLICANTS

INTRODUCTION

Thank you for your interest in working for Lancaster School. Our recruitment procedure is intended to ensure that we not only appoint the right person to the job on the basis of merit, but that everyone who expresses an interest in working for the school is treated efficiently and courteously. To help achieve this aim the school is committed to giving you reasonable time to apply for a job, treating you with respect and fairness and being open in relation to our recruitment and selection process.

Please read the following sections carefully. They will provide you with information about how we select people for jobs and help you maximise your chances of success.

COMPLETING THE APPLICATION FORM – GENERAL GUIDANCE

Please complete your application form using type or BLACK or DARK BLUE ink.

The application form must be completed in full. If any section does not apply to you, please write N/A in the space provided.

A Curriculum Vitae (CV) can be enclosed as a supporting document, but not as a replacement for any part of the application form. Therefore, you should read and complete each section of the form. You may consider doing a rough draft before completing it.

The application form is your opportunity to show us that we should interview you. We will have provided you with a job description, which lists the main tasks of the job, and a person specification, which lists the qualities we are looking for in the applicants and you should use these documents as a guide in completing the application form. If you do not show us how you meet the requirements, you will not be invited to interview. However, it is important that you only provide information that is relevant to the post you are applying for.

You may include information about voluntary activities and/or employment that is relevant to the post you are applying for.

If there is insufficient space in any section of the application form, you may continue on a separate sheet(s) if necessary.

In the interests of economy we do not normally acknowledge receipt of completed application forms and only contact shortlisted candidates. Nevertheless, the school sincerely appreciates your interest in the post.

GUIDANCE FOR COMPLETING THE APPLICATION FORM

SECTION A – PERSONAL DETAILS

Please complete the personal details section in full. If any box is not applicable, (e.g. home email address) write N/A in the appropriate box.

SECTION B – CURRENT OR MOST RECENT EMPLOYMENT

Please provide details of the duties and responsibilities held particularly those that you consider most relevant to the post you are applying for.

Please provide details on a separate sheet of any employment that you intend to continue, even if you are successful in this application. The school is required to comply with the Working Time Regulations and must also ensure that additional employment undertaken does not conflict with our Employee Code of Conduct.

SECTION C – PREVIOUS EMPLOYMENT

This section must be completed in date order, beginning with the most recent first.

Please list all the employers you have worked for, continuing on a separate sheet if necessary.

Any breaks in employment should be explained.

SECTION D – EDUCATION AND TRAINING

List all the qualifications you possess, including dates and grades achieved. You may also list training courses that you have attended.

List all professional, craft or similar bodies with which you have membership.

If invited to interview, you may be asked to bring your original certificates or other supporting evidence with you.

SECTION E – DETAILS IN SUPPORT OF YOUR APPLICATION

This section is your opportunity to explain how your experience and achievements meet the requirements of the post. It is important that you use the job description and person specification as your guide. Give examples where possible and include experience gained outside work where this is relevant.

SECTION F – REFERENCES

Please provide the names and addresses of two people who we may approach for a reference if you are selected for interview.

One of your references must be from your current or most recent employer.

If you have not worked before, you may give the name of a teacher, tutor, lecturer or other person who is able to comment on your ability.

We reserve the right to contact any of your previous employers for a reference. However, we will contact you before approaching anyone that you have not listed as a referee.

Where appropriate, we may also seek your permission to approach referees that you have indicated should not be contacted.

The school must receive references that are satisfactory to the school before any offer of employment can be made.

SECTION G – MISCELLANEOUS INFORMATION

It is essential that all parts of Section G of the application form are completed and the declaration is signed and dated.

Please take note of the need to declare any relationships and provide accurate information as described in Section G of the Application Form. Further guidance is contained in the Information to Applicants.

INFORMATION FOR APPLICANTS

EQUAL OPPORTUNITIES

The school's Equal Opportunities Policy applies to the employment of all staff and fully supports the principle of equal opportunities in employment and firmly opposes all forms of unlawful or unfair discrimination on the grounds of colour, race, nationality, those with dangerous transmittable diseases (e.g. Hepatitis & HIV), ethnic or national origin, gender, marital status, sexuality, age, disability, trade union membership, religious belief, and offending background.

The school's equal opportunities policy requires that the recruitment process must lead to the employment of the most suitable individual for the job, taking into account only experience, skills, abilities and qualifications.

To assist us in monitoring the effectiveness of our equal opportunities policy your information pack includes a monitoring form. The form is used for monitoring purposes only and plays no part in the selection process. The monitoring form is separated from the application form upon receipt. We hope that you will complete and return it with your application form.

JOB SHARING
All jobs within the school can be considered for job share.

REHABILITATION OF OFFENDERS ACT 1974
All applicants are required to declare any unspent convictions under the Rehabilitation of Offenders Act 1974 as amended. However, all posts require applicants to obtain a Disclosure from the Disclosure and Barring Service(DBS).

The school complies fully with the DBS Code of Practice and a copy of this is available on request.

ASYLUM AND IMMIGRATION ACT 1996
The Asylum and Immigration Act 1996 requires the Council to ensure that it does not employ people who are not entitled to live or work in the UK. Therefore, you will be asked to provide two of the following documents during the appointment process.

- A document showing your National Insurance Number (e.g. a P45, P60, payslip, a National Insurance card).
- A passport confirming British or EU citizenship, or which shows the entitlement to live and work in the UK.
- A birth certificate.
- A letter from the Home Office confirming that you are allowed to work in the UK.
- We will advise you of the stage of the recruitment process that you will need to provide such documents.

The school must receive references that are satisfactory to us before any offer of employment can be made. One reference must be from your current or most recent employer, where applicable.

The school is required to ensure that all appointments are on the basis of merit, and that there is no conflict of interest between its governors and employees. Therefore, you are required to declare in writing whether you are related in any of the ways described below, to any current governor or employee of the school, or to the partner of such a person. The declaration of any such relationship will not disqualify you from consideration. However, to ensure that the school's recruitment decisions are seen to be fair and on merit, the appointment of an applicant with such a relationship(s) must be authorised by the Chair of Governors and Headteacher.

The relationships that must be declared are:

- Parent (incl. In-laws)
- Grandparent
- Partner (whether married or not)
- Child
- Stepchild
- Adopted child
- Grandchild
- Brother (incl. In-laws)
- Sister (incl. In-laws)
- Uncle
- Aunt
- Nephew
- Niece
- Dependant

A failure to disclose any such relationship or directly, or indirectly seeking the support of any governor or employee for any appointment with the school, will be investigated. Candidates should be aware that this may lead to disqualification or may be dealt with under the appropriate procedure which may include the Disciplinary Procedure.

Any candidate who is unsure whether or not a relationship should be declared (or where the relationship is one not listed above) is advised to contact the school.

SHORTLISTING
Applicants will be shortlisted on the basis of the information they provide via the Council's application form and supporting documents.

INTERVIEWING
In order to ensure fairness, selection will be made in all cases following an interview with a panel of at least 2 school employees. For senior management posts, the selection will involve an interview with a panel including governors.

Depending on the number of shortlisted applicants, there may be a preliminary interview to select who will progress to a final interview.

If, in addition to an interview, there are any tests or a lesson to teach as part of the selection procedure, you will be given details if you are shortlisted. Where candidates are required to make a presentation or teach a lesson the school will make the necessary facilities available.

MEDICAL CLEARANCE
Any appointment will be subject to medical clearance. In order to progress your application, you will be asked to complete a medical questionnaire and return it under confidential cover to the school's medical advisor. In some circumstances the candidate may then be required to undergo a medical examination.

EXPENSES
Reasonable expenses incurred in connection with attending an interview or tests that form part of the selection procedure will be reimbursed on the basis of rates adopted by the school unless the post offered is refused. A claim form will be provided for your use.

DATA PROTECTION ACT
The school fully supports and adheres to the principles detailed in the Data Protection Act 1998. Please note that the information you give us in connection with your application may be processed by a computer or manually, but in any event, will only be used for recruitment and selection purposes. Should you become employed by the school, some of the information may be put onto manual and computerised staff records.

NATIONAL FRAUD INITIATIVE
The school is under a duty to protect the public funds that it administers and to this end may use the information you have provided for the prevention and detection of fraud. The school may also share this information with other bodies administering public funds solely for these purposes.

Thank you for taking the time to read these guidance notes. We look forward to receiving your application.

EQUAL OPPORTUNITIES MONITORING FORM
Please see the form below. The provision of the information contained on this form is entirely voluntary and will in no way affect your application. It is collected to help the school ensure than its recruitment arrangements are fair and to monitor the effectiveness of our Equal Opportunities Policy. The information that you provide will be treated in the utmost confidence and will only be used for statistical purposes.

The information provided by the successful applicant will become part of their personal record as an employee of the school and will be entered on the school's database. Information might be provided to the local authority of other public bodies, such as the DCSF, but only in the form of overall statistics and will not contain information that can be traced to named individuals.

INFORMATION IN OTHER FORMATS
The information contained within these notes can be made available in other formats. Please contact the school for further information.

EQUAL OPPORTUNITY MONITORING FORM

Post Applied for ☐ Job Reference No. ☐

Full Name ☐

Gender ☐ Male ☐ Female ☐

Ethnic Information

The school has adopted the ethnic codes recommended by the Equalities Commission and used in the Census. To which of these do you belong? (Please tick one box)

A White

British
- ☐ English
- ☐ Scottish
- ☐ Welsh
- ☐ Other, please write below ☐

☐ Irish

☐ Any other White, please write below ☐

B Mixed

☐ White and Black Caribbean

☐ White and Black African

☐ White and Asian

☐ Any other Mixed, please write below ☐

C Asian, Asian British, Asian English, Asian Scottish, Asian Welsh

☐ Indian

☐ Pakistani

☐ Bangladeshi

☐ Any other Asian, please write below ☐

D Black, Black British, Black English, Black Scottish, Black Welsh

☐ Caribbean

☐ African

Any other Black, please write below ☐

E Chinese, Chinese British, Chinese English, Chinese Scottish, Chinese Welsh or other ethnic group

☐ Chinese

☐ Any other, please write below ☐

Disability Discrimination Act (1995)

Do you describe yourself as having a disability in accordance with the Disability Discrimination Act? (See guidance notes below)

Yes ☐ No ☐

Notes

Under the Disability Discrimination Act 1995, a person is disabled if they have a physical or mental impairment which has a substantial and long term adverse effect on their ability to carry out normal day to day activities.

- A substantial adverse effect is something which is more than a minor or trivial effect

- A long term effect of an impairment is one:

  - which has lasted at least twelve months; or
  - where the total period for which it lasts is likely to be at least twelve months; or
  - which is likely to last for the rest of the life of the person affected.

In addition, two further categories of person are considered disabled for the purposes of the Act. First, a person who has had a disability within the meaning of the Act but has since recovered. Second, a person who was registered disabled under the Disabled persons (Employment) Act 1944 on 12th January 1995 and at 2nd December 1996.

Those specifically excluded from the Act include:

- Addiction or dependency on alcohol, nicotine, or any other substance (other than as a result of the substance being medically prescribed).

- Seasonal allergic rhinitis (e.g. Hay Fever), except where it aggravates the effect of another condition

- A visual impairment which is or can be corrected by wearing contact lenses or glasses

Recruitment Monitoring

How did you become aware of this vacancy? It would be helpful to the school if you could indicate how you became aware of this vacancy by ticking the appropriate box:

☐ Internal vacancy
☐ Specialist magazine
☐ Local newspaper
☐ Education Guardian
☐ TES
☐ Jobsinschools
☐ Job centre
☐ Other (please specify)

☐