

Applying for a position...

Candidate information sheet for posts within Cavendish School

Thank you for showing an interest in the vacancy we advertised. Before you fill in your application form please read the following notes. We hope you find them helpful.

Your application form plays an essential part in the selection process and determines whether or not you will be shortlisted for an interview. Please do not send us a CV (Career summary) as we will not be able to consider it. When filling in the application form, type or write clearly in **BLACK** ink. This helps us with photocopying.

When we choose our new employees we use:

- A job description
- A person specification
- An application form
- Confidential Disclosure
- References
- Pre-Employment Medical Check

Job description

This tells you the main responsibilities of the job for which you are applying.

Person Specification

This is the most important document which explains what we are looking for. It tells you what knowledge, experience and skills you need to do the job. We call these the "criteria" which we use to make appointments.

'Essential Criteria' are those which you must have to successfully carry out the responsibilities of the job. The person specification shows you which criteria we will use to shortlist for the interview process.

'Desirable Criteria' may be included. These are extra requirements which we may use if we receive too many forms which meet our 'essential criteria'.

Application Form

If you want to apply for more than one position, please fill in a separate application form for each job. It is a good idea to make a rough draft first. Check through your draft to make sure that it is clear and that it covers all the criteria, before you fill in the form.

You may find it easier to complete the sections on 'employment;' and 'relevant knowledge, experience and skills' by using a computer and then attaching the printed sheets to the form.

If you are looking to volunteer for us, you will need to complete the application form in full, noting at the top that it is a volunteer position.

Relevant knowledge, experience and skills

Please tell us anything you think is relevant to the job you are applying for. You will need to give us enough information so that we can judge whether you are suitable for the job.

For example, if the job requires experience of report writing, tell us about the type of reports you have written, the main contents and who the reports were for.

You may have relevant experience from activities outside work. This may show the things we are looking for just as much as any work experience. For example, you may have skills and experience from running a club or voluntary group.

Equal opportunities

Please fill in the 'tear-off' slip on the application form. We will treat this as confidential information which will not be shown to the Shortlisting panel. We will use this information to make sure we are acting fairly when we employ people.

If you have a disability

The Disability Discrimination Act defines 'disability' as follows:

'... a mental or physical condition which has a substantial and long-term adverse effect on the employee's ability to carry out normal day to day activities. Longer-term means that the conditions must last, or be like to last, for more than 12 months'.

If you need help in filling in the application form, please let us know.

We will offer you an interview as long as you meet the essential requirements of the job. We are also happy to meet any special requirements for people with disabilities who are asked to attend for interview. Please contact the named person on the correspondence sent to you so that we can make suitable arrangements.

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References

You should give the names of two people who can act as referees. One of these people must be your present or most recent employer. We will contact your previous employers or other appropriate organisations for reference and will do this for all applicants who are shortlisted prior to interview. If you are not currently working with children but have worked with children in the past, a reference will be sought from your previous employer.

If you are a recent school or college leaver one of your reference must be from a teacher or lecturer.

Please note that we do not accept reference from friends, relatives, or open reference addressed 'to whom it may concern'.

Conditions of job offer

If you are successful at interview you will be given an offer of appointment. This offer is subject to

- 1) The receipt of at least two satisfactory reference (see above).
- 2) Evidence of any required professional qualification i.e. teaching / support qualifications
- 3) Evidence of your true identity i.e. both valid and current passport & photo card driving licence.
- 4) Evidence of current address and previous address if moved in past 5 years.
- 5) Enhanced Criminal Records disclosure checks. Barring List check if applicable.
- 6) Evidence that you can be legally employed in this country (i.e. sight of passport and / or visas or work permits).
- 7) Teachers and staff supporting teaching in the classroom will have a "prohibition from teaching" check via the 'Access' Teacher Services system.
- 8) Verify by way of medical questionnaire that you have the health and physical capacity for the position being offered.

Safeguarding and promoting the welfare of children and young people.

As part of Cavendish School's commitment to safeguarding and promoting the welfare of children and young people, all employees and volunteers are required to complete an enhanced DBS Check on line, at least two reference will be taken up one of whom will be your current or last employer. A number of other checks as detailed in conditions of job offer will also be undertaken.

Rehabilitation of Offenders Act 1974

The work for which you are applying involves substantial access to children. It is therefore exempt from the Rehabilitation of Offenders Act, 1974. You are therefore required to declare any pending prosecutions or convictions you may have, even if they would otherwise be regarded as "spent" under this Act, and also any cautions or bind-overs.

Interview

If you are successful in obtaining an interview, as part of the interview process you may be required to undertake an aptitude test. For teaching staff you will be required to plan a lesson and teach a classroom of at least 6 children for 45 minutes.

Employment of People with Convictions

If you have a conviction, caution, bind-over or prosecution pending, this will not automatically preclude you from appointment. Every case will be considered on an individual basis, whilst bearing in mind the nature of the offence.

Social Media

As part of the Keeping Children Safe in Education 2023 guidance, all shortlisted listed applicants will be subject to an online check and will be asked to provide their social media account names. These will be checked to confirm suitability to work in a children's setting. Employment will be subject to satisfactory information being obtained.

Confidentiality

All information is held confidentially and is released on a need to know basis e.g. information about disclosure applications and criminal background checks forms will be discussed between the Headteacher and the Human Resources Manager.

Data Protection Statement (GDPR)

The information that you provide on this form and that obtained from other relevant sources will be used to process your application for employment with Cavendish School. The personal information that you provide will also be used and stored in a confidential manner to help us monitor our recruitment process.

If you succeed in your application and take up employment with Cavendish School, the information will be used in the administration of your employment with us and to provide you with information about the school. Your personal data will be shared with our payroll provider in order to facilitate the payment of your salary to abide by HMRC regulations. Your personnel data may also be shared with other government regulated bodies should the need arise, in this instance you will be notified via the regulated body. We may also use the information if there is a complaint or legal challenge relevant to this recruitment process.

We may check the information collected, with third parties or with other information held by us. We may also use or pass to certain third parties information to prevent or detect crime or in other ways as permitted by law.

By signing the application form it will be assumed by Cavendish School that you agree to the processing of sensitive personal data, (as described above), in accordance with the General Data Protection Regulations.