

# Guidance Notes for Applicants

Please read these notes before completing the application form

## Leicester City Council - Maintained Schools/Colleges

*Leicester City Council is an Equal Opportunities Employer*



Thank you for your interest in the vacancy with our school/college and Leicester City Council.

These guidance notes are designed to provide you with information on completing your application form and on our recruitment process and associated policies. You should read all the guidance notes prior to completion of the application form. If you would like any further advice regarding the vacancy or the recruitment process please contact the school/college directly.

When completing the application form, please refer to the following information:

**Job Description** – this details the main duties and requirements for the post and provides an understanding of the role

**Person Specification** – this describes the skills, knowledge and experience required for the post

**Advertisement** – this will give you brief details of the job and key dates of the recruitment process

Please ensure you complete all parts of the application form, unless otherwise indicated, using Black Ink or Electronically. Curriculum Vitae (CV's) are not accepted.

The application form will be used to assess your skills, knowledge and suitability for the job against the criteria on the person specification, so please ensure it is accurate and complete.

If you require additional space, separate sheets will be accepted, but please ensure they are attached securely to the back of the application form or as attachments if submitting electronically.

Late applications will not normally be considered.

We reserve the right to contact any of your previous employers/educational establishments to verify the information provided.

### **Personal Details**

Only personal information required for processing your application is requested in the main body of the application form, other personal details not required until after shortlisting are contained at the rear of the application form.

Your application will be logged and given a candidate number by a member of staff not involved in the recruitment process, before the removal of the detachable section and prior to shortlisting.

### **Disabled Applicants**

As an equal opportunities employer we welcome applications from disabled people. Disabled applicants meeting all the essential criteria will be shortlisted for interview or test.

If you consider yourself disabled, **please indicate this on the detachable equality monitoring section**. This will be removed by a member of staff not involved in the recruitment process, prior to shortlisting, and will not be given to the recruitment panel at any stage of the process.

Where it is necessary to reduce the shortlist of candidates using desirable criteria, the equality monitoring section will be checked by a member of staff not involved in the recruitment process to ensure if you have declared yourself as disabled, and met all the essential criteria, you have been shortlisted for interview or test.

All candidates called for interview will be asked if they require any adjustments and/or adaptations in order to attend for interview or test, and we will, as far as possible, provide the adjustments and/or adaptations required.

For successful candidates, we will make reasonable adjustments to working conditions or physical environments and will provide aids, adaptations, equipment and support where possible.

### **Equal Opportunities and Equality Monitoring**

To view the Equal Opportunities Policy in full, please visit <http://www.leicester.gov.uk/your-council-services/council-and-democracy/key-documents/conditions-of-service/section-fourteen/>

Completion of the equality monitoring form is voluntary. The equality monitoring form will not be given to the recruitment panel or form any part of the recruitment process.

### **Rehabilitation of Offenders & Safeguarding Children and Young People**

We are committed to keeping children and young people safe from harm and abuse and to promoting their welfare, and we expect that everyone who comes to work for us will share the same commitment. Fulfilling this responsibility includes making sure that our recruitment process includes a range of measures to identify those who may be unsuitable to work with children and young people.

In addition, all roles within the school/college are covered by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975, and are subject to an enhanced Disclosure and Barring Service (DBS) (formerly Criminal Records Bureau (CRB)) check. These posts may also be subject to further DBS re-checks at appropriate intervals. Further information about what the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 means for applicants is provided on the Application Form. Please note that having a criminal record is not an automatic bar from working with us: whether or not your criminal record has a bearing on the post you have applied for will be carefully considered as part of the recruitment process. This may involve a discussion with yourself about the circumstances and background to your offences.

### **References**

All applicants are expected to provide two referees, as detailed on the application form.

If you have just completed full-time education you will need to provide the name of your Headteacher/Principal or other professional as a reference. If you are self-employed you will need to provide details of individuals/businesses that can provide you with a professional reference.

'Open' references e.g. those addressed "To Whom It May Concern", will not generally be accepted.

### **Supporting Documents**

All applicants called for interview will be required to provide original evidence for the following:

Identity\*

DBS (formerly CRB) application form\*

Eligibility to Work in the UK\*\*

Qualifications/Training\*\*\* – if applicable

Confirmation of Registration with the relevant Professional Body – if applicable

Driving documents – if applicable

We **will not** be able to confirm an offer of employment until we have confirmed the above.

\* Details of what documentary evidence you can provide will be detailed on the invite to interview letter, alternatively please refer to [http://www.direct.gov.uk/en/Employment/Startinganewjob/DG\\_195811](http://www.direct.gov.uk/en/Employment/Startinganewjob/DG_195811)

\*\* In accordance with the Immigration, Asylum, and Nationality Act 2006, all candidates are required to provide proof of the Right to Work in the United Kingdom. For further information please refer to [www.workingintheuk.gov.uk](http://www.workingintheuk.gov.uk)

\*\*\* You can check the validity/level of any overseas national's qualifications by contacting the National Recognition Information Centre for the United Kingdom (NARIC) [www.naric.org.uk](http://www.naric.org.uk)

## **Employment History & Gaps in Employment**

To ensure our responsibilities for safeguarding children and young people are met you must ensure your employment history and reasons for any gaps are clearly detailed.

## **Job Sharing**

We regard all posts as potentially open to job share. Pay will be pro rata to that which would apply if you filled the post on a full time basis. If you wish to be considered for job share, please indicate this on the application form. Should you be offered the post your request will then be considered.

## **Relationships/Canvassing**

Canvassing of any Member of the City Mayor Team, Committee Member or Employee of the City Council or Employee or Governor of the school/college in relation to your application will disqualify you, or if discovered after appointment may result in dismissal without notice.

## **Data Protection**

The information you provide on your application form and any subsequent information gathered in respect of your application will be held securely, in confidence and processed in accordance with the Data Protection Act 1998.

The information you provide will be used in the following ways:

- To assess your suitability for the post
- To confirm information you have supplied, with third parties, as considered appropriate
- To promote, monitor, and take action to ensure our recruitment policies, procedures and processes comply with legislation, our Employment Equality Policy and associated strategies and plans
- To answer requests for information made under the Freedom of Information Act 2000 or related legislation
- It will only be disclosed where lawful obligation applies

Applications and related information in respect of successful candidates will be held securely on computerised and/or manual filing systems in accordance with the Data Protection Act 1998.

Applications and related information in respect of unsuccessful candidates will be held securely for 12 months in line with our recruitment and retention policy, after which time they will be confidentially destroyed.

## **Feedback/Complaints**

If you have not been shortlisted or are not appointed following interview you may request feedback from the Headteacher/Principal, or the recruiting manager, as appropriate. You should contact the school/college directly who will arrange to provide helpful and constructive feedback.

If you wish to make a recruitment complaint, you should write to the Headteacher/Principal or recruiting manager as appropriate, at the school/college. If you are unsatisfied with the response, you may then write to the Chair of Governors, care of the school/college.