

BELFAIRS ACADEMY

INFORMATION FOR APPLICANTS

Equal Opportunities

It is the policy of the Academy that all persons shall have equal opportunity for employment and advancement on the basis of their ability, qualifications and fitness for the work. There must be no discrimination against any person whether in recruitment, promotion or in any other way on the grounds of status, gender, age, disability, political affiliation, religion, sexuality, colour, race, nationality or ethnic or national origins, marital status or any other aspect of their personal lifestyle which is irrelevant to their performance at work.

To assist us in monitoring the effectiveness of our equal opportunities policy you information pack includes a monitoring form. The form is used by us and the Local Authority 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.

Job Sharing

All jobs within the Academy can be considered for job share, except where the nature of the job makes this impractical.

Police checks

Any person appointed to a post working with children or vulnerable adults will be checked against the Disclosure and Barring Service for any convictions or records that would make them unsuitable for employment in that role.

Rehabilitation of Offenders Act 1974

You are required to declare any unspent convictions under the Rehabilitation of Offenders Act 1974 as amended. Certain posts, including those providing services to children that are regulated positions under the Criminal Justice and Court Service Act 2000, require all applicants to declare any convictions, i.e. including those that are spent and unspent. These include all school-based posts and those that involve access to or regular contact with people who are under the age of 18.

On appointment you will be asked to complete a form on line to gain your DBS check, any convictions must be declared.

Asylum and Immigration Act 1996

The Asylum and Immigration Act 1996 requires the school 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 documents during the appointment process.

We will give you further information and advise you of the stage of the recruitment process that you will need to provide such documents.

References

The Academy must receive references that are satisfactory before any offer of employment can be made. One reference must be from, your current or most recent employer. (See application form).

Declaration of Relationships and Canvassing

See Application form.

Shortlisting

Applicants will be shortlisted on the basis of the information they provide via their written 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 two senior members of the Academy staff/governors.

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

Tests

If, in addition to an interview, there are any tests as part of the selection procedure, you will be given details if you are shortlisted. Where candidates are required to make a presentation the Academy 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. 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. A claim form will be provided. Please see information on the back of the form.

Data Protection Act

The Academy fully supports and adheres to the principles detailed in the Data Protection Act 1998. Please note that the information that 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 Academy, some of the information may be put onto manual and computerised staff records.

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