



APPLICATION AND RECRUITMENT GUIDANCE NOTES

These notes have been put together to help you complete your application. Please read them carefully.

Application Form

- Applications will only be accepted from candidates completing the relevant Teaching or Non-Teaching Application Form in full. CV's will not be accepted in substitution.
- Your application is the first step in the process we use to choose employees. It plays an important part in deciding whether or not we invite you to the next stage of the process. Our decision on who to invite will be based on the information you give in your application.
- Make sure that you complete the form as fully as possible, failure to do so may mean we are unable to shortlist your application. We are unable to make assumptions about you or your abilities so please make sure that you give full details on your application. Ensure that a **full** employment history **including commencement and termination dates** is given.
- Please ensure that you provide referees to cover your **last 5 years** of employment or education (insert an extra sheet if necessary). Where referees are school based, we will normally request information from the Headteacher. We prefer to contact referees via email. Please ensure that up-to-date email addresses are provided.
- Testimonials/references will not be accepted unless the College has requested them.
- If you are handwriting your application, please ensure it is completed legibly in black ink.
- We believe in valuing diversity and are committed to equal opportunities. To make valuing diversity work, we need to monitor the effectiveness of our policies. This is why we ask you to complete the Equal Opportunities Monitoring form (located at the back of the application form). Once received, we will separate it from your application and it will not form part of the selection process. If you are successful, the information will be transferred to our computerised personnel system. The information will be kept in strict confidence at all times.
- Application forms must be returned by 10am on the closing date. Late applications will generally not be considered and certainly not once short-listing has commenced.
- We are committed to providing the best possible care and education to our pupils and safeguarding and promoting the welfare of children and young people, and expect all staff to share this commitment. **ALL** school and college staff have a role to play in safeguarding children and have a responsibility to provide a safe environment in which children can learn. Accordingly, this post is exempt from the Rehabilitation of Offenders Act 1974 and therefore all convictions, cautions and bind-overs, including those regarded as 'spent' must be declared. Failure to declare any convictions or cautions may result in an offer of employment being withdrawn.
- A criminal record will not necessarily be a bar to obtaining a position.
- Application forms will be passed to the interview panel for short-listing. Short-listing is a process whereby the information which you provide on your application form, is marked against the defined criteria as detailed in the person specification. The panel will consider the overall quality of the applications and invite those applicants that best meet the essential and desirable criteria to interview.

Unsuccessful Application

- If you are not successful in your application at the short-listing stage, you will be notified by email.
- The principle reasons for not short-listing candidates will be:
 - Insufficient detail (as set out in the Person Specification)
 - Does not meet essential criteria
 - Meets essential criteria but other candidates are available who also meet the desirable criteria
 - Candidate withdrew their application

Interview Process

- Invitations to interview are usually made via email.
- If you are invited to interview, please inform us if you require any particular arrangements, specific access or other support to be made. Where lunch is provided as part of the interview process (this will be made clear in the interview schedule), please inform us of any dietary requirements.
- We will seek references on short-listed candidates prior to interview (where permission has been given).
- Candidates that have submitted their application form electronically will be asked to sign a hard copy (this will be provided) before being interviewed, to declare that it is true and accurate.
- As a minimum, you will need to bring **three** items of identification with you to enable us to validate your identity:
 - Either your current Passport **AND/OR** UK Birth Certificate **AND/OR** UK Driving Licence
 - Proof of your current address –e.g. a utility bill or financial statement (less than three months old)
- In order to demonstrate your right to work in the UK you must bring with you:
 - A current passport showing you are a British citizen, or have the right of abode in the United Kingdom **OR**
 - A current passport or national identity card showing that the holder is a national of a European Economic Area country or Switzerland **OR**
 - A UK Birth or Adoption Certificate **AND** an official document giving your name and National Insurance number **OR**
 - A current immigration status document issued by the Home Office **AND** an official document giving your name and National Insurance number.
- A full listing of the acceptable identification documents will be emailed to you if you are invited to interview. **Originals must be provided – photocopies or certified copies are not sufficient.** Copies will be taken and held pending the outcome of the interview.
- You will need to provide **original** qualification certificates specified as essential to your post in the Person Specification.
- Depending on the nature of the post, you may also be required to undertake appropriate tasks/presentation/teaching observation as part of the interview process. If this is the case, full details will be provided in the interview schedule.
- Please note that failure to declare anything or factual inaccuracy in your application or interview could lead to summary dismissal.

Successful at Interview

- If you are successful at interview, you will receive a verbal offer of employment and a formal offer letter. The offer will be subject to a number of pre-employment checks:
 - A satisfactory Enhanced DBS (with Barred List check) clearance
 - A Certificate of Good Conduct/Police Check from the relevant country/ries if you have lived outside of the UK in the last five years,
 - For Teaching posts: A satisfactory Prohibition Order and EEA Sanction check
 - Satisfactory Pre-employment Health Assessment
 - Verification of your right to work in the UK
 - Receipt of references which we find entirely satisfactory from your last five years of employment or education
 - For Nursery staff: A satisfactory Self-Disclosure Form – Declaration of Criminal Record and Other Relevant Information
 - For SLT/HOD: A satisfactory Section 128 Barring Direction Check
- Once these checks are satisfactorily completed, we will agree a start date with you and provide you with further information relating to your employment, including a contract, staff handbook etc.
- The employment of support staff is subject to the satisfactory completion of a probationary period of six months.

Unsuccessful at Interview

- If you are not successful at the interview stage you will be notified by email.
- The principal reasons for not appointing candidates following interview will be:
 - Severe weakness in the quality of responses to questions and activities undertaken (as set out in the Person Specification)
 - Weaknesses in the quality of the responses to questions and activities undertaken (as set out in the Person Specification)
 - Other candidates more proficient
 - Unsatisfactory references
 - Candidate withdrew from the interview process
- If you require feedback on your performance during any part of the selection process, please put your request in writing to the Human Resources Team (recruitment@exmouthcollege.devon.sch.uk) and feedback will be provided to you.

We hope that this guidance helps you during the recruitment process and that you are successful in your search for a job with Exmouth Community College