

## **Candidate Application Guidelines**

Please read these notes carefully before completing your Equality & Diversity Monitoring Form and Application Form.

### **Equality and Diversity**

Applications are welcome from all sectors of the community. No job applicant will be treated less favourably because of his or her sex, race, colour, ethnic origin, age, marital status, disability, religion or belief, sexual orientation, or by any other condition or requirement that cannot be shown to be justified.

In order to help us ensure that this policy is being carried out, please complete the information required on the Equality & Diversity Monitoring Form. **This form will be separated from the application form on receipt and used for monitoring purposes only. It will not form part of the interviewing and selection process.**

Any information provided on the Equality & Diversity Monitoring Form is treated as 'sensitive' data. The monitoring of this data will enable the Academy to be aware of the make up of its employees so it can then support, help and provide advice to employees where needed.

### **Data Protection**

Once your application form has been received all details that you submit will be recorded for a maximum of 6 months and will then be confidentially disposed of. If you are successful in your application this information will be kept securely as part of your personal employment record.

### **Advice on completing the application form**

Before completing the application form applicants are advised to read through the application pack, in particular the job profile, person specification and other information provided by the Academy.

All sections of the application form must be completed. Curriculum vitae are not accepted.

Page numbers shown indicate where sections are on the original application form. If your answers are longer, the page number reference may refer to the following page.

## **Step-by-step guide to help you complete your application form**

### **Page 1**

Applicants should ensure that the post for which they are applying is clearly stated at the top of the application form.

#### **Asylum and Immigration Act 1996**

The Asylum and Immigration Act 1996 makes it a criminal offence for an employer to employ those who do not have permission to live or work in the United Kingdom. Applicants invited to interview will be required to provide documentary evidence of their right to live and work in the United Kingdom.

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#### **Rehabilitation of Offenders Act 1974**

Under the Rehabilitation of Offenders Act 1974 applicants who have a criminal record which is 'spent' may answer 'No' to this question. However, posts requiring a DBS (Disclosure and Barring Service) check are exempt from this legislation and applicants for such posts would be expected to provide details of **all** previous criminal convictions and cautions. A disclosure would for example, be required for posts where the postholder is required to work with or come into contact with children and/ or vulnerable adults e.g. any post working directly within a school environment.

#### **References**

When providing details of referees applicants must provide two references. One reference should be from your current employer or if unemployed, your last employer. Where possible references should be from separate sources and not from the same organisation or employer. In the case of school, college and university leavers, the reference should be from your Head Teacher, Head of Year, Head of Department, Head of Faculty, as appropriate.

All referees should have known you for at least one year or more and cannot be from a spouse, partner, friend or relation or from someone with whom you live.

The Academy will contact referees for verification. Please ensure that you have permission to provide their details on the application form.

Internal applicants who have been with the school for a year or longer need only provide one referee who they have known for at least one year or more. This should not be your line manager where they are part of the interview panel for the post for which you are applying.

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#### **Secondary and Further Education**

Applicants should complete this section to the best of their ability. In particular applicants should ensure that all qualifications relevant to the post for which they are applying are included in the application form.

Applicants should also include examinations sat and where results are awaited.

### **Teaching Applications**

Only applicants applying for teaching positions need complete this section.

### **Pages 4 and 5**

#### **Current and Previous Employment**

All applicants must complete the current and previous employment sections ensuring any gaps in employment are accounted for. Indication of time off for a career break, for caring responsibilities, for study or travel or absences from work due to a disability will not prejudice your application for employment with the Academy.

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#### **Additional Information**

Applicants should provide supporting information in the additional information section of the application form.

A job description, person specification and some department information will normally be available on our website. This section presents an opportunity for you to clearly explain how your particular skills, qualifications and experience compare with those listed in the person specification. The recruitment panel will use this information for shortlisting, so it is essential to use this section to evidence your suitability for this post and employment at West Lakes Academy.

Applicants are also encouraged to use this section to provide details of skills, qualifications and experience which have been gained outside of the workplace, for example voluntary work or spare time activities.

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#### **Declaration**

Applicants must ensure they sign the declaration to certify that the information provided on the application form is correct. If you submit the application form electronically you will be asked to sign the form at interview, if you are short-listed. Please note that if you provide false information or deliberately omit any relevant details your application will be withdrawn from the recruitment process. All applications must be received by the published closing date. Late applications will only be considered, at the discretion of the Principal, in exceptional circumstances.

## **The Selection Procedure**

### **Shortlisting**

Application forms will be passed to the interview panel for short listing. Short listing is a process where by the information, which you provide on your application form is marked against the defined criteria as detailed in the person specification. All applications will be short listed by a minimum of two people. Only candidates who meet the essential criteria will be selected for interview. The interview panel will consider the overall quality of the applications and invite those applicants that best meet the essential and desirable criteria to interview.

Candidates who have not been shortlisted will be notified.

### **Disabled applicants**

Where a disabled applicant meets the essential criteria for the post they will automatically be invited for interview.

### **Shortlisted Candidates – Next Step**

Once the candidates have been invited to the next stage, the scores obtained at shortlisting will not contribute to the process.

Candidates invited to the next stage will be informed in writing and will be asked to confirm their intentions to attend.

This stage can include an Academy Tour, Testing, Scenarios and Exercises, Interviews, Lesson Planning and Observation. This is not an exhaustive list and other methods may be used. Candidates will be informed, in advance, of any arrangements associated with the interview or selection process. We want you to do your best on the day and will always aim to give you time to plan for your visit to us.

Where the candidate has indicated that references may be taken up before interview, reference requests will be sought in advance of the interview.

Candidates will be informed verbally of the outcome of the interview as soon as the decision is made. It is not unusual for candidates to be notified on the same day as the interview, though there can be a delay, if interviews cannot all be arranged on the same day.

Candidates who attended an interview and were subsequently unsuccessful will be informed verbally and offered the opportunity for feedback at a later date.

### **Pre-employment checks and offers of employment**

At the interview stage, candidates are asked to bring:

- original qualification certificates, relating to the post
- identification that confirms they have the right to live and work in the United Kingdom

- original documentation required in order for us to process an Enhanced Disclosure and Barring Service Check.

Provisional offers of employment will be made, subject to receipt of satisfactory references, medical clearance, evidence of any essential qualifications and a completed Enhanced Disclosure and Barring Service Check.

Offers will be confirmed, in writing, when these checks have been completed to the Academy's satisfaction. Should the outcomes of the checks not be to the Academy's satisfaction, the Academy reserves the right to withdraw the offer.

### **Complaints procedure**

If at any stage of the recruitment process you feel aggrieved that the process did not follow procedure and/or you were treated less favourable throughout the process you should forward your comments in writing to:

Via Email

[contactus@westlakesacademy.org.uk](mailto:contactus@westlakesacademy.org.uk) –

Strictly Private and Confidential For the Attention of The Human Resources Manager

or

Via Post

Strictly Private and Confidential For the Attention of The Human Resources Manager  
West Lakes Academy  
Main Street  
EGREMONT  
Cumbria  
CA22 2DQ