Changing Lives in Collaboration Guidance for Applicants

General

The application form plays a crucial part in the selection process, in deciding whether you will be invited to interview but also at the interview itself. It is vital you complete the form fully and accurately. We will not make any assumptions about your experience, knowledge, skills and abilities to do the job.

Read the advert, job description and person specification and any other accompanying information carefully before you start. All sections of the application form must be completed.

Personal Details

All successful applicants will be required to produce documentary evidence of their eligibility to work in the UK. Verification of identity is required before confirmation of appointment.

Present or most recent employment

It is important to give full information, including the organisation or school you work in, or most recent employment if not currently working, full dates, address and other required details. Be careful not to leave any unexplained gaps. Details of part time and relevant voluntary work should be included.

References

All appointments are subject to verification of employment and suitability of the candidate for the post applied for. It is our policy to approach the referees of all shortlisted candidates. We reserve the right to approach any previous employer for a reference. If your last post did not include working with children, a reference will be sought from the employer by whom you were most recently employed to work with children.

The reference request, is not limited to but, will contain some of the points below:

- If they are completely satisfied you are a suitable candidate to work with children
- Your Position & Role
- Your salary and responsibilities
- Dates of employment
- Any disciplinary action
- Reasons for leaving
- Ability to maintain confidentiality
- Any causes for concern about your behaviour or judgment
- In what capacity they have known you and for how long
- About your ability to meet the person specification:
  - Ability to lead a team
  - Ability to inspire staff
  - Relationships with colleagues
  - Relationships with children
  - Relationships with parents and carers

- Ability to inspire children
- Ability to communicate effectively
- Encouragement of high standards
- Working as a team
- Reaction to constructive criticism
- Influence on the school culture and morale.

Education, Qualifications and Training
Ensure you give all the information regarding qualifications and training, including dates, educational establishments and make clear the level of any examination or assessment. Include any skills training you have received.

You will be required to produce original documentary evidence of any qualification relevant to the job and listed in the Person Specification.

Personal Statement
This statement is an essential part of the application form. This is where you should describe your experience, skills and abilities. As a guide, maximum of 4 sides of A4 are sufficient. You must demonstrate competence in all areas listed in the Person Specification and Job Description by giving short examples. Describe how you match the requirements of the job; including experience gained from previous jobs; community or voluntary work. Ensure that the information you give is well organised, relevant and brief.

Disclosure of Criminal Records (DBS)
If you are selected for appointment to this post, you will need a complete a DBS application. A DBS is carried out in the strictest confidence and is made only in connection with your application of employment and for no other purpose. If you are selected for employment, you will be required to give full details of any criminal record in confidence, prior to completing an application for DBS. Please use the Declaration Form Provided with all the vacancy information. This information will remain strictly confidential and will only be seen by those responsible for the recruitment decision.

The Police Act 1997 (Criminal Records) Regulations, requires that those applying to work with children or adults at risk should be subject to a check by the Disclosure and Barring Service (DBS) to ensure that they are suitable for such work. All posts in schools are covered by this requirement.

If you are shortlisted for a post in a school, you will be required to complete a disclosure which will be submitted to the DBS. The type of criminal record certificate applied for will an Enhanced Disclosure, which are applicable for staff in schools. All previous convictions, cautions, reprimands and warnings recorded will be disclosed other than those that have been filtered in line with legislation.

Having a criminal record will not necessarily bar you from employment. Decisions about the employment of someone with a criminal record will take account of the relevance of the offence to

the post in question, the length of time since it occurred and the circumstance surrounding it. The outcome of all disclosure applications will be sent in writing to the applicant.

In order that the DBS can be sure that they are checking the record of the right person, applicants will be asked to provide proof of identity. The documents that the applicant will need to supply will depend on the route the application takes.

If shortlisted for the post, you will be asked to provide proof of your identity.

Please complete the CLIC Trust Self Declaration, in a sealed, named envelope, marked confidential, to your interview should you be invited. We only open this envelope only after we have name a conditional offer. All other envelopes will be securely destroyed.

Declaration

We ask for application forms to be signed, and where they are e-mailed to us, applicants will be asked to sign the application form immediately prior to their interview. This declaration asks applicants to confirm all information given is complete and accurate. If documents provided by the candidate are found to omit any relevant information or contain false information the CLiC Trust reserves the right to immediately remove the candidate from the process, withdrawal of any offer of appointment, or my dismissal at any time in the future, and possible criminal prosecution.

The CLiC Trust uses to Home Office revised Code of Practice for Disclosure and Baring Service Registered Service.

Interviews

We recruit and design interviews to find out more about your best qualities in different ways:

- We want to hear about what you've done in your career so far
- In the interview we will focus on the competencies we have identified as essential for the role you've applied for.
- We are seeking examples of how you have dealt with a range of situations and are happy for you to use examples from your professional career so far, but examples from your personal life, education or voluntary experiences would be great too
- Don't forget this your opportunity to sell yourself, so go for it!
- For lots of our roles we will ask you to complete practical tasks: lesson observation, IT tasks, and practical tests so that we can find out more about your competencies.

Equality

The CLiC Trust is a Cooperative Trust and does not discriminate on the basis of any individual's protected characteristics and encourages applications from all qualified applicants.

We pride ourselves on being a flexible and inclusive employer. We celebrate difference, embrace diversity and support all our people to thrive at work. If this sounds interesting - apply to join us!