ROCHDALE
BOROUGH COUNCIL

**Striving to be an Equal Opportunities Employer**
**Application for School Based Appointment**
**Guidance Notes &**
**Information to Applicants**

Thank you for the interest you have shown in working for this School/Academy. This information is provided to help you complete your application form. If you have any queries about the completion of this form please telephone the School.

**Closing Date**

Take a note of the closing date for applications and make sure your application is submitted in plenty of time. **Late Applications will not be accepted after the closing date.**

**Lost/Delayed Applications**

Claims that any application form has been lost or delayed in the post will not be considered without proof of posting from the Post Office in support of such claims. Similarly, a claim that an email was sent but not received will also require evidence of such a claim.

**Rehabilitation of Offenders Act 1974**

We comply with the Disclosure & Barring Service (DBS) code of practice and have a written policy on the recruitment of ex-offenders, both of which are available on request. If you were to be shortlisted, you are required to declare any relevant convictions, adult cautions or other matters which may affect your suitability to work with children.

As a result of amendments to the Rehabilitation of Offenders Act 1974 (exceptions order 1975) in 2013 and 2020, some minor offences are now protected (filtered) and should not be disclosed to potential employers, and employers cannot take these offences into account. Please read the information https://www.gov.uk/government/publications/dbs-filtering-guidance/dbs-filtering-guide before answering the following questions. If you are unsure whether you need to disclose criminal information, you should seek legal advice or you may wish to contact Nacro or Unlock for impartial advice. There is more information on filtering and protected offences on the Ministry of Justice website.
**Nacro** - https://www.nacro.org.uk/criminal-record-support-service/ or email helpline@nacro.org.uk or phone 0300 123 1999
**Unlock** – http://hub.unlock.org.uk/contact/ phone 01634 247350 text 07824 113848

**Online search**

In accordance with Keeping Children Safe in Education (KCSIE) 2022 paragraph 220 the school *as part of the shortlisting process, will carrying out an online search as part of their due diligence on all shortlisted candidates. This may help identify any incidents or issues that have happened, and are publicly available online, which the school might want to explore with the applicant at interview.*

**Period of Notice**

The period of notice will be in accordance with Teachers/Rochdale Council NJC Terms & Conditions of Service.

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**Data Protection**

We are required, under the General Data Protection Regulations 2016, to inform you that details of your name address and the post applied for will be held on computer to facilitate the recruitment process and that information you provide on the Recruitment Monitoring Form, will also be held in order to monitor the effectiveness of our policies. Information given may be used to create electronic identities in order to use the School/Local Authority or schools payroll provider's computer systems.

**Relatives of Governing Board members or officers**

Candidates for any employment with the School must disclose any relationships with a member or a senior employee of the school. Candidates who fail to do so shall be disqualified from appointment. Members, Teachers and Senior Officers are also required to disclose any relationship known to exist with a candidate for an appointment. 'Senior Officer' is defined as including all officers whose salaries are graded 6 or above, or are members of the senior leadership team

**Smoke Free Policy**

The School /Academy operates a Smoke Free Policy for all its employees and applies to any building and associated grounds within the immediate vicinity of the building which is wholly owned, leased or operated and occupied by RBC or the School.

**Complaints Procedure**

If a candidate is not satisfied with the feedback and explanations of their overall performance and they want to raise a concern or complain, you may make a written complaint under the Schools Recruitment and Selection Complaint Procedure.

**Website**

Information about school job vacancies are available from the School's website, and the Council's e-recruitment website: www.greater.jobs

Appointment to this post will be subject to an enhanced Disclosure and Barring check along with a barred list check for the Children's Workforce.

**Medical Assessment**

All posts are subject to satisfactory medical clearance from the School's occupational health advisers.

**Probationary (Support Staff)**

All new entrants to School will be subject to a probationary period of up to 6 months.

**Applications/CVs**

Applications will be accepted on the attached form and continuation sheets (if needed).
Use black type so we can clearly photocopy forms for shortlisting and interviewing.
**Curriculum Vitaes (CVs) are not accepted.**

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**Job Descriptions and Person Specifications**

Before you start to complete the application you should read the job description and person specification carefully. This information will enable you to show us, on your application form, how your knowledge, experience, skills and abilities match those we require and how they will enable you to successfully do the job.

Use the criteria in the person specification as headings and give examples of your experiences and skills under each heading. If you do not clearly demonstrate how you meet the essential criteria in the person specification, you cannot be shortlisted for interview,

You can use skills you have gained from community and voluntary work, leisure interests and your home life, as well as those from the post and recent employment.

**Decision to shortlist**

Your application form is an important part of the recruitment process. The decision whether or not to shortlist you for interview will be based on the information you provide on your application form, we do not take into account any previous applications or prior knowledge of you.

**References**

Two satisfactory references will be required prior to appointment. One should be from your present/relevant employer (or your last employer if unemployed) References will be requested at the point of your application being shortlisted.

**Disabled candidates**

Disabled candidates meeting the essential criteria for the post will be guaranteed an interview. Your application form will be judged solely on its merits. If invited for interview, candidates will be able to indicate any adjustments required for the recruitment process. Where possible, adjustments will be made to ensure a disabled person is able to carry out the principal duties of the role.

**Difficulties in completing this form**

If you have any questions about the completion of this form please contact the School for assistance.

**False Information**

Providing false information is an offence and could result in your application being rejected or summary dismissal if selected, as well as possible referral to the police.

**Recruitment Monitoring Form**

Rochdale Borough Council, the School/Academy aims to be an Equal Opportunities Employer. The School positively welcomes applications regardless of age, gender, cultural and ethnic origin, religion, disability and sexuality.

To help monitor the effectiveness of our recruitment practices and assess the success of different media in attracting applications, please complete the Recruitment Monitoring form and return it attached to your application form. It will be used for statistical purposes only.

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**Feedback**

If you want confirmation that your application has been received please indicate this on the email accompanying your application.

If you would like feedback as to why you have not been shortlisted and suggestions to improve your chances of success in the future please telephone the School and you will be directed to the appropriate person.

**Disclosure and Barring**

The School/Council is committed to safeguarding and promoting the welfare of vulnerable adults, children and young people. The information requested for applicants to posts where they will come into contact with vulnerable adults or children and young people is considered to be objectively justified to comply with government guidance on safer recruitment in such areas.