

## **Guidance Notes for Completing an Application**

Plume, Maldon's Community Academy is committed to safeguarding and promoting the welfare of children and young people and expects all staff, trustees and volunteers to share this commitment. In recognition of this, the following notes provide an explanation of the academy's recruitment and selection procedures.

### **How to make an Application**

Please complete the application form in black ink or typescript and submit the form with a covering letter. This application form and process has been designed to provide the range of information necessary for a fair and consistent approach to recruitment. You are not required to submit a CV since all applications must be made on the enclosed application form, however if you do have a CV which you would like to send in addition to the application form, we would be pleased to receive a copy.

You must demonstrate in your application form how you are able to fulfil the requirements of the job description for the post, as this will form the basis on which decisions are made on selection for interview.

### **Equal Opportunities**

The academy are equal opportunities employers. Your application will be considered strictly on the basis of experience, skills, aptitudes, knowledge, attainments and any other criteria necessary to undertake the duties of the post.

### **Qualifications**

Please include details of all professional qualifications (e.g. qualified teacher status, including teacher number, NNEB, AAT, City and Guilds, BTEC etc).

You will be asked to produce evidence of any qualification(s) specifically required for the post. In addition, you may also be required to produce evidence of any other qualifications you declare.

### **Medical Clearance**

The successful candidate will be asked to complete a confidential health self declaration. Please remember that non-disclosure can have extremely serious consequences.

### **Disclosure of Criminal Convictions**

Shortlisted applicants are required to disclose details of cautions, pending prosecutions and all spent / unspent criminal convictions when invited for interview. As the role involves contact with children and young people no conviction is ever deemed 'spent'. Therefore, please ensure that all past convictions are declared. The disclosure of cautions, pending prosecutions and spent / unspent criminal

convictions will not necessarily prevent employment. Applicants who are appointed will also be required to complete an enhanced Disclosure & Barring Services check declaring spent convictions. Failure to disclose any such details may result in an offer of employment being withdrawn.

### **Right to Work in the United Kingdom**

Candidates will be required to provide evidence of their right to work in the UK.

### **Identity**

Candidates will be required to produce verification of their identity (e.g. a valid passport or photocard drivers licence).

### **References**

All staff directly employment at the academy and volunteers who work regularly will be required to submit at least two references. These should be requested immediately after shortlisting. Ideally references should cover at least the previous 5 years of employment. It is expected that the first referee will be the current employer. Other referees should, where possible, be from another recent employer working with children.

Where an applicant does not have a previous employer they should identify a trusted authoritative source, wherever possible with knowledge of the person's interaction with children. Examples may include academic institution, voluntary organisations, church etc. or if this is not possible, references should be obtained from individuals of a professional standing e.g., doctor.

It is NOT acceptable to obtain references from relatives or from people writing solely in the capacity of friends. Open references or testimonials are also not acceptable.

In exceptional circumstances, a candidate may present with their application, a good reason not to want their referees to be contacted prior to interview. In such cases the academy should liaise with the applicant and where they agree to defer, contact the referee immediately after interview and before an unconditional offer of employment is made.

### **Returning the Application Form**

Your application is most welcome and we will reply by return email to acknowledge receipt of the application, therefore, please ensure that a valid email address is included within the application form.

Please ensure that your application is returned by the closing date.

Should you have any queries regarding the application process, please email Mrs Sarah Freeman, Director of HR, [HR@plume.essex.sch.uk](mailto:HR@plume.essex.sch.uk), in the first instance.