

## Guidance Notes

Thank you for the interest you have shown in researching and exploring Biddick Academy. We hope the information provided has given you a full understanding of our ethos and vision. We welcome applications from anyone who would like to join us on our journey and guidance on how to apply for a job vacancy is included below.

### How to Apply for a Job Vacancy

#### Job Description

The job description includes all the main duties and responsibilities of the position you are interested in, as well as the personal and professional qualities/skills required for the post. You should read this very carefully so you have an understanding of what the job entails and what will be required if you are successful in being offered the position.

#### Person Specification

The person specification sets out which criteria will be used by the shortlisting panel when selecting candidates for interview. There will be criteria on the person specification that are essential and desirable. Candidates should use the person specification when completing an application form, ensuring that they demonstrate how they meet the criteria. The personal statement provides the opportunity to offer details if appropriate.

#### Additional Information

We welcome visits and would be delighted to show potential candidates around the Academy so that they can meet the team and fully appreciate the excellent facilities.

Please contact Mrs Helen Neary, HR Manager, at [neary.h@biddickacademy.com](mailto:neary.h@biddickacademy.com) or 0191 5111600, ext. 5013 to arrange a visit or to have an informal discussion regarding the role.

To apply, please complete an application form and return to Mrs H Neary at the email address above.

*Biddick Academy is committed to the safeguarding and promoting the welfare of children and young people and expect that all staff and volunteers to share this commitment. The successful candidate will be subject to an enhanced DBS check before taking up the post, along with pre-employment safeguarding checks.*

## Guidance on Completing an Application

Please read these notes before completing an Application Form. The information provided on the Application Form will be used to assess whether you are shortlisted for interview and this will be cross-referenced against the criteria on the Person Specification.

### General Advice:

- CV's are not accepted. You must complete an Application Form.
- The Application Form should be completed in black ink or type.
- Ensure that applications are sent through to the correct email address before the closing date. Late applications will not be accepted.
- Make sure that you complete all sections of the application form as fully and clearly as possible, remembering that the information on the form is used to assess your suitability for the position.
- If you need to, you can continue your application on additional pages.
- When completing an Application Form ensure that it relates directly to the person specification for the post.
- Providing false information on the Application Form may lead to withdrawal of any conditional offer of employment, or disciplinary procedures if you have already been appointed to the post.
- If you have a disability that prevents you from completing the Application Form please contact Mrs Helen Neary, HR Manager at [neary.h@biddickacademy.com](mailto:neary.h@biddickacademy.com)

### Personal Details

This section will not be submitted to the shortlisting panel.

This section contains some basic details about yourself and the post you are applying for.

Please complete whether you consider yourself to have a disability. This may include a physical or mental impairment which has a substantial and long-term adverse effect on your ability to carry out normal day to day activities. If you answer yes please detail any specific requirements to assist with an interview so that the necessary arrangement and or adjustments can be made.

### Pre-employment Checks

Biddick Academy is legally obligated to process an enhanced Disclosure and Barring Service (DBS) check before confirming appointments to relevant posts.

The DBS check will reveal both spent and unspent convictions, cautions, reprimands and final warnings, and any other information held by local police that's considered relevant to the role. Any information that is "protected" under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 will not appear on a DBS certificate.

For posts in regulated activity, the DBS check will include a barred list check.

It is an offence to seek employment in regulated activity if you are on a barred list.

Any data processed as part of the DBS check will be processed in accordance with data protection regulations and the Academy's privacy notice.

If you have lived or worked outside of the UK in the last 5 years, the Academy may require additional information in order to comply with 'safer recruitment' requirements.

Any job offer will be conditional on the satisfactory completion of the necessary pre-employment checks.

We will not ask for any criminal records information until we've received the results of a DBS check. Any convictions listed on a DBS check will be considered on a case-by-case basis to assess suitability for the job role applied for. You will be asked to tick that you understand this on the application form.

### **Employment History**

Please state your current or last employer's name and address in full and give a brief description of current duties and responsibilities.

Provide details of any employment, including voluntary and unpaid that you wish to continue should you be successful in your application.

In the previous employment section please account for all the time since you left school, college or university. List your jobs, with the most recent first, stating month and year including both paid and voluntary work. Complete all the requested information for each employment.

Ensure that you provide details of any gaps in employment including the dates and reasons.

### **Education and Training**

Please list your qualifications, starting with the most recent. Ensure that you include the qualification gained and the grade received.

### **Further Training and Professional Development**

List any formal, informal or on the job training you have received which you consider relevant to the post.

Also, include membership of any professional bodies in this section.

### **Teacher Status**

This section is to be completed for all applications for teaching posts.

If you have QTS please provide your Teacher Reference Number.

Include details of the subjects you have taught including subsidiary subjects.

Any offer of employment will be conditional to various pre-employment checks. Please answer the questions regarding prohibition orders and sanctions. The Academy will undertake the checks prior to any offer of employment being confirmed.

## References

Please give the name and contact details of **TWO** independent referees who will provide information regarding your suitability for this job. **ONE** of the referees must be your current or most recent employer.

If you are not currently working with children but have done so in the past, the second referee should be the employer by whom you were most recently employed to work with children.

The Academy reserves the right to seek references prior to interview and any additional references we deem appropriate.

Referees must be able to provide information about your suitability for the post. References provided by relatives, friends or people with whom you live with are not acceptable.

Please ensure that the contact details for the referees is completed fully with address, telephone number and work email address.

If you are shortlisted, contact will be made with the referees you supply on the Application Form.

No conditional offer of employment will be made until references, that are satisfactory to the Academy, are received.

## Personal Statement

The personal statement is your opportunity to tell us why your experience, skills and knowledge make you a suitable candidate for the job. When completing your personal statement read the job description and person specification carefully to match your skills and experience to those required.

The personal statement forms an important part of the shortlisting process and therefore it is vital that you demonstrate how you meet the selection criteria in the statement.

The personal statement should not exceed 1,500 words.

## Declaration

Please ensure that you sign the declaration to declare that the information you have provided on the form is complete and accurate and that you understand the consequences should this be found to not to be the case.

## Safeguarding Declaration

Please ensure that you sign the safeguarding declaration to declare that you are not barred from working with young people and you do not have any sanctions or conditions on your employment.

### **Recruitment Monitoring Form**

Please complete the form to enable us to monitor our recruitment processes in relation to equal opportunities. The information provided on the form will be in the strictest of confidence and will only be used for statistical purposes to ensure that all candidates are treated fairly. The equal opportunities monitoring form will not be provided to the shortlisting panel.