



## **CANDIDATE INFORMATION FOR THOSE APPLYING FOR A POST AT CIT**

### **SAFER RECRUITMENT**

The post for which you are applying is subject to safer recruitment measures. This is because it is located within an Academy, or is a position where the nature of the work and/or the setting(s) in which you may be required to work could lead children and young people to regard you as a safe and trustworthy adult, and/or you will have access to sensitive information about children or young people.

Safer recruitment measures include rigorous checking of information you supply about yourself in your application e.g. verifying employment history and qualifications and references, enhanced DBS check and assessment of your suitability in light of safeguarding and promoting the welfare of children and young people.

It is important therefore, that in support of your application you comply in full with our requirements, for example, by scrupulously completing the application form and promptly answering any queries we may have on your application. Non co-operation or lack of co-operation in this on your part will lead to your application not being considered.

### **HOW OUR RECRUITMENT PROCESS WORKS**

A panel is formed, made up of not less than two senior people (relevant to the post) within the Academy including input from HR. They agree the content of the Job Description and the essential criteria for the Person Specification. A job advert is then written.

A short listing and interview panel will consist of two senior people (relevant to the post) within the Academy and sometimes, a Governor of the Academy. They will read all applications and shortlist candidates based upon the information provided within their application form against the criteria detailed within the Person Specification. Successful applicants will subsequently be invited for interview.

Please note that in accordance with the safer recruitment guidance, references will be taken up for candidates after short listing and before interview.

If you have not received a response within one week of the closing date you have been unsuccessful but we thank you in advance for showing interest in our vacancy.

When attending an interview, the applicant should bring with them:

- Documentary evidence of their identity including photo ID.
- Documents to confirm any educational and/or professional qualifications that are necessary or relevant for the post.

All documents must be originals.

Please note the successful candidate may be asked to bring these documents in again once a provisional offer has been made in order for photocopies to be taken for the individual's personnel file.

Following the interview, any offer of appointment to the successful candidate will be conditional upon:

- The receipt of at least two satisfactory references.
- Verification of the candidate's identity.
- Where appropriate, a satisfactory Enhanced DBS Disclosure that includes a check of the ISA Children's and Adults' Barred lists.
- Verification of the candidate's medical fitness.
- Verification of the original qualifications.
- Verification of professional status where required.

## **WHAT DO WE VALUE IN APPLICATION FORMS?**

We are only looking for the things we have listed on the Person Specification. We believe that there are extremely talented people in the jobs market. People, who for one reason or another, have not developed their skills and abilities through a traditional academic route and gained a qualification. So, in addition to qualifications we also value other things such as previous job experience, research projects or personal study, voluntary work, social experience or personal life experience. You will be asked to provide original certificates to verify your qualification(s).

## **HOW TO BEST FILL IN YOUR APPLICATION FORM**

The selection panel are looking for those candidates who can give real examples of when they have displayed the essential things on the Person Specification. It is quality, not quantity that is important.

Give details of your full employment history and details of all gaps in employment, e.g. to have a family, because of illness, career breaks etc.

You can enclose a CV but it is the application form we will make our decision from.

Please give details of two referees. If you are, or have recently been employed, one must be your current employer or last employer. If you have worked with children in the past, one of your referees must be able to make reference to your work with children. If your current or last employment was within a school, one referee must be the Headteacher or a member of the SLT. If you are a student, one should be a senior staff member from your place of study. Your referees must not be a relative or partner. We apply for references via email, therefore, please include the referee's email address.

In the interest of safeguarding and promoting the welfare of children, the Academy reserves the right to request a reference from your current or most recent employer and any previous employer, regardless of whether or not you have indicated such employers may be contacted.

Focus on the 'How you meet the essential requirements'. Take each of the criteria on the Person Specification in turn and take time to think about all of your previous experience and knowledge. Give examples of where you have best displayed the things that are asked for. Simply stating that you have each requirement will not be considered as suitable evidence. Remember, you can use examples from your work life, study, personal life, voluntary work, social experience, vocational training, etc.

Answer the points in the same order as on the Person Specification. You can present this as a list and use numbering if you wish.

**We do not acknowledge receipt of an application form if handed into the Academy although we will acknowledge emailed application forms. The job advert will clearly state the closing date for applications and should you wish to contact the Academy for confirmation of receipt, please feel free to do so. If you have not received a response within one week of the closing date, then you can assume you have been unsuccessful in this instance but we would thank you for showing interest in the post.**

## **GIVING YOU A FAIR & EQUAL OPPORTUNITY TO WORK FOR CIT**

We are fully committed to providing a fair recruitment process for all. To do this, we need to know if you feel anything may prevent you from demonstrating your full potential. We will make any reasonable adjustment or arrangement to any part of the recruitment process if appropriate.

## **ACCESS TO EMPLOYMENT FOR DISABLED PEOPLE**

We are committed to equal opportunity in employment for disabled people. This means that we will not unfairly discriminate against a candidate with a disability, or an employee that becomes disabled whilst working for us.

One of the ways we publicise this commitment is through becoming a Two Tick Disability Symbol User. This standard relates to the way we treat disabled candidates and employees, supporting disabled people to work and stay in work. Any disabled person who meets the essential criteria on the Person Specification will be guaranteed an interview.

## **COMPLAINTS ABOUT THE RECRUITMENT PROCESS**

If you feel you have been treated unfairly, or are unhappy with any part of the recruitment process, we want to know about it! You can make a complaint by contacting the Academy and explain that you wish to make a complaint about the recruitment process.

## **DATA PROTECTION**

The information you provide on the Application Form will be used to assess your suitability for the post and will be viewed only by those involved in the recruitment process. If you are appointed, the information will be used to create your employment record. If you are not appointed, it will be destroyed after 6 months, except in the event of a dispute. By submitting your form, you are consenting to the recording and use of the information for the purposes mentioned above.