

Applicant Information

Applying for a Role with CIT



Introduction

Thank you for your interest in applying for a role with the Community Inclusive Trust. This document provides additional guidance on our recruitment and selection process to support with your application. It also contains details of the safer recruitment checks we carry out in line with the DfE statutory guidance, Keeping Children Safe in Education.

How our Recruitment Process Works

Our roles are advertised on the CIT website - <https://citacademies.co.uk/work-with-us> and further information about our schools and Teaching Centre can be found on their individual websites which are accessible here - <https://citacademies.co.uk/our-schools>.

All advertised roles will be accompanied by a full job description, person specification and salary details.

All applications must be made using our online Application Form which you can access using the "Apply" button for the relevant role. We will only accept applications submitted on our secure online platform. CVs and general applications will not be accepted. If you have difficulty accessing the online system please contact our HR Team by email at HR@citacademies.co.uk.

You must complete the application in full before you are able to submit. Once submitted, you will receive a confirmation email stating your application has been submitted to the recruitment team; partially completed applications will not be considered.

We require full employment details covering the time since you left compulsory education. If you have any gaps in employment these must be accounted for before you can submit your application and these may be discussed in more detail with shortlisted candidates at interview.

Completed applications will be shortlisted and successful candidates will be contacted by email to invite them for interview. If you are successful, please confirm your attendance as soon as possible. If you are unable to make the interview, your invitation letter will contain the details of who to contact.

We endeavour to inform unsuccessful candidates when shortlisting has been completed but this is not always possible. If you have not received a response to your application within two weeks of the closing date you have been unsuccessful on this occasion. Unfortunately, we are not able to provide feedback to candidates who have not been shortlisted for interview.

All adverts will clearly state the closing date for applications. Unfortunately, we are not able to accept any applications submitted after this deadline.

Completing your Application Form

You should use the Person Specification and Job Description as the basis for your application and aim to provide information to evidence you have the necessary skills and/or experience for the role.

The selection panel are looking for candidates who can give real examples of when they have displayed the essential criteria on the Person Specification. It is quality, not quantity, that is important. Give examples of where you have best displayed the characteristics requested. Simply stating 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.

Interview Process

Your invitation to interview letter will clearly explain the recruitment and selection exercises that will be used during your interview and whether you are required to prepare anything in advance. You will also be informed of the name and details of the recruitment panel although this may be subject to change at short notice.

We understand interviews can be stressful and we will do everything we can to ensure the process is candidate friendly and enables you to demonstrate your strengths. This is also your opportunity to "interview" us as your new employer, so please ask as many questions as you need to ensure you leave equipped to make a decision about the role.

After your interview you may receive an email asking for feedback on your experience. This is really important information for us as we continually review our processes.

Your invitation to interview letter will include details of identification you must bring with you to your interview. Copies of this identification will be taken during the interview and used to complete pre-employment checks for successful candidates. If you are not successful, all copies will be securely destroyed within 2 working days. If you do not bring the required identification it may delay the recruitment process.

Post-Interview

In some circumstances candidates may be informed of the outcome in person on the day of the interview and feedback will be given to unsuccessful candidates. Where this is not possible, candidates will be informed when and how they will be made aware of the outcome.

Candidates will normally be contacted by phone and we will strive to ensure all candidates who attend an interview are contacted and offered feedback.

The successful candidate will be made a verbal offer which will be subject to the conditions of our job offers which are detailed below.

Once a candidate accepts, their application will be sent to our central HR Team for on-boarding.

We aim to distribute job offer letters within 2 working days of a verbal offer being accepted and all offers are subject to the following:

- Two satisfactory references (one of which should be from your most recent employer);
- A copy of your professional qualification(s) (if required for your role);
- Evidence of your eligibility to work in the UK (UK passport or relevant other documentation if applicable);
- Satisfactory Enhanced DBS check (with relevant Barred List check if required);
- Satisfactory medical clearance following completion of a Post Offer Health Questionnaire;
- Satisfactory section 128 direction made by the Secretary of State [For management roles only];
- Evidence of your current salary;
- Successful Online background check.

References

Your Application Form will ask for details of at least two employment references who can be contacted as part of our background checks. One referee should be your current or most recent employer.

If you have worked in an education setting previously, but not in your current or most recent employment, you should also provide a referee from this employment period.

As part of our safer recruitment process, we would like to request references from all candidates prior to interview as this enables us to discuss any relevant details with you at interview. However, we appreciate

not all applicants will want their current employer to be contacted prior to being offered the role. If this is the case, please clearly indicate on the Application Form you do not wish your references to be contacted unless a job offer is made.

We can only accept professional contact details for references and not personal email addresses.

In the interest of safeguarding and promoting the welfare of children, the Trust 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.

Pre-Employment Checks

DBS

All employees and volunteers with CIT who are engaged in regulated activity, (see Keeping Children Safe in Education) are required to undergo an Enhanced DBS with Barred List check. New employees will not be able to commence their new role until this check has been completed and an original DBS certificate has been provided. The original certificates will be posted to employee's homes.

If you have signed up to the DBS Update Service please inform the HR department once your employment has been confirmed.

Medical Checks

All employees will be asked to complete a Post Offer Health Questionnaire and detail any medical conditions relevant to us as an employer. If you require any reasonable adjustments to perform the duties of your role this should be indicated on the form and a senior member of staff from CIT will contact you to discuss these arrangements.

Qualifications

All advertised roles will have an accompanying Person Specification which will detail any essential qualifications required for the role. You must include details of these, and all other qualifications and education, on your Application Form.

Shortlisted candidates should also bring copies of original certificates for required qualifications to interview, enabling copies to be made to support the recruitment process. If this is not possible, these documents must be provided before employment commences.

Right to Work Documentation

It is a legal requirement for all employees to evidence their Right to Work in the UK. To satisfy this check, all employees must provide original documentation either at interview or prior to employment. Job offers will not be confirmed until this check has been satisfactorily completed.

Online Check

Keeping Children Safe in Education requires us to complete online background checks for all new employees. This means we will check for any publicly available information about prospective new employees, including on social media, before any offer of employment is confirmed.

All CIT employees follow our Social Media Policy which includes a requirement to ensure necessary privacy controls are set - <https://citacademies.co.uk/wp-content/uploads/2021/10/Social-Media-Policy.pdf>

Giving you a Fair and 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 we will not unfairly discriminate against a candidate with a disability, or an employee that becomes disabled whilst working for us.

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 following our formal complaints procedure <https://citacademies.co.uk/cit-policies/>

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 12 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.