



Dear Applicant

Thank you for the interest you have shown in this position and in joining The Berkshire Schools Trust.

Please find enclosed the following items:

- Application Form
- Childcare Disqualification Form (SLT, EYFS and wrap around roles only)
- Declaration of Convictions (Rehabilitation of Offenders Act 1974) Exempted Posts form
- Guidance notes on completing the Application Form
- Job Description and Person Specification
- Berkshire School Trust Values
- Recruitment Privacy Notice

When completing your application form please pay attention to the Person Specification, as criteria from this will be used at the shortlisting stage. You should be able to demonstrate on your application form that you meet both the Job Description and the Person Specification.

When returning your application form if there is a post reference number please ensure it is written alongside the Title of Post in the appropriate box.

PLEASE DO NOT ENCLOSE A CV - To conform with our Equal Opportunities Policy we **only** consider applications on our standard form. This is to ensure that we give all candidates fair treatment.

If you are successful at interview, the post you are applying for will require an Enhanced Disclosure. A Disclosure is a document containing information held by the Police and the Disclosure and Barring Service (DBS). It can be used by employers and voluntary organisations to make safer recruitment decisions. Disclosures are provided by the Disclosure & Barring Service, an executive agency of the Home Office.

What happens next?

- A panel of at least two people will select a shortlist, based on the information provided on your application form and any extra documents supporting.
- Shortlisted candidates will be invited for interview and advised of any special arrangements, tests or presentations for the interview.
- If you have not heard from us by the interview date, please assume you have been unsuccessful. If you would like feedback on why your application was unsuccessful, please contact us.

References

It is the policy of The Berkshire Schools Trust to request references for all shortlisted candidates before the interview, unless requested otherwise. One of your references **MUST** be your current or most recent employer. Because of the nature of the work within some of our services the appointing officer may wish to make further enquiries of previous employers, in addition to the two references given. No

offer of employment will be made without the receipt of two satisfactory references and employment cannot commence without medical clearance and an Enhanced Disclosure from the DBS.

Qualifications

If you are shortlisted for interview you are asked to ensure that you bring with you any original relevant certificates of qualification, as well as proof of identity, copies of which will be taken at interview.

Right of Appeal

If you feel you have been discriminated throughout the recruitment process, please let us have written details of your complaint within 10 working days of the alleged discriminatory treatment. This should be addressed to hradvisor@readingschoolstrust.co.uk.

Your completed application form should be returned to hradvisor@berkshireschoolstrust.org no later than the 27th March 2019 at 12 noon.

Terms and Conditions

Please note that although Berkshire Schools Trust is a Multi-Academy Trust, our staff are entitled to the Terms and Conditions set out in the STPCD, the Burgundy Book and the Green Book. For entitlements regarding Annual Leave, the Occupational Sickness Scheme and the Occupational Maternity Scheme continuous service will include continuous previous service with any public authority to which the Redundancy Payments Modification Order (Local Government) 1983 (as amended) applies.

Yours faithfully

Human Resources



GUIDANCE NOTES

Please read these Guidance Notes carefully before completing the application form. The application form is the first step in the recruitment process, which may lead to an interview and the possible offer of a job. It is therefore important that you complete the application form as fully as you can-

[Please return your completed application form to hradvisor@berkshireschoolstrust.org](mailto:hradvisor@berkshireschoolstrust.org)

COMPLETING THE APPLICATION FORM

(a) General Information

- (1) Please read the job description, person specification, advertisement and any other papers carefully, before filling in the form, and use this information to make your application relevant to the post.
- (2) Please use **black ink** or type your application form – this helps when the applications are photocopied.
- (3) **Do not send a CV with your application** – we believe that asking all applicants to complete an application form ensures fairness and consistency in our recruitment process.
- (4) Do not submit the same application form for more than one job. Tailor each application to fulfil the requirements for a job. Please endeavour to keep your application form neat and tidy – the application form provides our first impression of you!
- (5) The selection criteria used for shortlisting are the skills, abilities, knowledge and experience required to do a specific job. No assumptions will be made about these criteria. It is therefore vital that you tell us how you meet the selection criteria.
- (6) If you wish to include additional sheets to support your application, please do so, ensuring that they are fixed securely to the application form. Please make sure you mark each sheet clearly with your name.
- (7) Please return the application form by the closing date advertised.

(a) The Application Form

- (1) **Personal Details** – In accordance with the 1998 Data Protection Act, the information you provide on the application form will be used solely for the purpose of the Berkshire Schools Trust recruitment procedure and will not be used or passed on to any third party for any other reason. We appreciate it is not always convenient to contact you at your workplace, therefore please indicate if this will be acceptable. If you have a personal e-mail address and would like us to contact, you by this method please provide your address clearly in the space provided.

- (2) **References** – In order to speed up the process of appointment we will make a request for references before we interview you, unless you specify otherwise.
- (3) **Recruitment Monitoring** – The Berkshire Schools Trust operates a policy of equal opportunity and fair treatment for employment and development. To assist in monitoring the effectiveness of this policy, and for this reason only, applicants are asked to give details of their ethnic origin, sex, sexual orientation, religion or belief and any disability. The information you provide is used solely for monitoring purposes. It will be treated as confidential.
- (4) **Asylum & Immigration Act 1996** – Under Section 8 of the Asylum and Immigration Act 1996, it is a criminal offence to employ a person aged 16 or over who is subject to immigration control unless that person has current and valid permission to be in the UK and that permission does not prevent them from taking a job; or the person comes into a category where employment is allowed.
- (5) **Education, Qualifications & Training** – Please include all your education, qualifications & training, both informal and formal. You may be asked to produce certificates confirming qualification at interview or at a later stage.
- (6) **Present/Recent Employment** – Starting with your present employer, please complete this section in date order, beginning with your most recent job and listing all work undertaken, paid and voluntary, since leaving school. Please account for any breaks/gaps in or between employment, education and training. Please continue this section on a separate sheet if necessary. Please clearly mark the sheet with your name.
- (7) **Skills, Abilities, Knowledge & Experience** – This section is the most vital part of the form. You may be one of many people applying for a job, so your application needs to stand out by showing your suitability against the person specification. You should provide **examples** of how you meet the skills, abilities, knowledge and experience identified, these can be non-work based if necessary.
- (8) You will be asked to complete an Enhanced DBS disclosure.

Enhanced Disclosures are for some posts involving greater contact with children or vulnerable adults and some other specific roles. All Enhanced Disclosures involve an extra level of checking with local police force records in addition to checks on the Police National Computer (PNC).

Enhanced Disclosures with a barred list check are for posts working in regulated activity, which gives a higher level of access to children or vulnerable adults, plus some specific roles such as foster parents. In addition to the records checked for an enhanced disclosure, an additional check against the lists barring people from working with children or vulnerable adults will be included.

You will be sent directly the results of your check by the DBS in the form of a disclosure certificate and you will then need to present the certificate to HR to confirm the check has been completed.

The disclosure of a criminal record will not debar you from appointment unless the selection panel, having considered carefully the following factors, determine that the conviction renders you unsuitable for appointment. The factors to be taken into account are:

- (a) The responsibilities of the position,
- (b) The vulnerability of children supported,
- (c) The nature of the offence(s),
- (d) The circumstances of the offence(s),
- (e) The number and pattern of offences (if there is more than one),
- (f) How long ago the offence(s) occurred,
- (g) The age of the offender when the offence(s) occurred.
- (h) A comparison between the declaration form you complete at the application stage, and the disclosure certificate will also be made, to check for inconsistencies.

Information received on the disclosure will be kept in strict confidence. Once a recruitment (or other relevant) decision has been made, we do not keep Disclosure information for any longer than is absolutely necessary. This is generally for a period of up to six months, to allow for the consideration and resolution of any disputes or complaints.

If you are successful in your application and a DBS check is carried out, the disclosure certificate will be issued to you by the DBS. It is then important that you bring the original in to your workplace so the details can be recorded as confirmation that the check has been completed.

If you have registered with the DBS Update Service, with your permission and if you are applying for a role that falls within the same workforce (e.g. a teacher moving between schools) as your last disclosure, we may be able to complete a quick online check rather than a full new check.

A copy of the Disclosure & Barring Service's Code of Practice can be viewed at https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/474742/Code_of_Practice_for_Disclosure_and_Barring_Service_Nov_15.pdf