



## **Guidance to the Job Application Process**

### **1. Introduction**

Thank you for requesting an application pack for a post within Nottingham City Council.

The City Council and all City schools are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment.

Before you start to complete your application form, please check you have all of the documents listed below:

- Application Form (if you require an application form in an alternative format please contact the school directly)
- Privacy Notice
- Job Description
- Person Specification
- Additional Information (if applicable)
- Details of any pre-employment checks required by the school, for example, the process used by the school for gathering staff suitability declaration information in relation to Disqualification under the Childcare Act 2006

If any of the above are missing from your application pack please call the school.

### **2. Applicant Contract**

We want to promote our reputation as an employer of choice by ensuring all of our applicants are treated fairly.

#### **If you apply for a job with Nottingham City Council we will:**

- ⇒ Send you an application pack within two working days of receiving your request.
- ⇒ Only consider a CV alongside a fully completed application form.
- ⇒ Aim to let you know if you have been short-listed within ten working days of the closing date.
- ⇒ Respond to your request for feedback if you have not been shortlisted provided you ask us within eight weeks of the closing date.
- ⇒ Ask you what adjustments you might need to assist you to participate fully in any selection test(s) and/or interview(s).
- ⇒ Give you five working days' notice of any test(s) and/or interview(s).

- ⇒ Let you know the outcome of any test(s) and/or interview(s) within five working days of the last test/interview unless we have advised you otherwise.
- ⇒ Respond to your request for feedback if you have not been appointed provided you ask us within four weeks of us notifying you of the outcome.
- ⇒ Respond to any complaint you make about the recruitment and selection process within ten working days providing this is made in writing to the school.

### **3. Application Form**

The main points to remember when filling in your application form are:

- ⇒ **You need to clearly show how your skills and experience meet the requirements marked in Column “A” of the person specification by giving examples of your skills and experience.**
- ⇒ If you do not do this you will not be short-listed and therefore we will not be able to offer you an interview.
- ⇒ Fill in **all** sections of the form as fully as possible as we will not be able to make assumptions on your abilities.
- ⇒ CVs will only be considered alongside fully completed application forms (unless otherwise advised for leadership posts).
- ⇒ Ensure that you have read and understood the Privacy Notice and signed and dated the ‘Data Protection’ declaration.
- ⇒ Sign and date the ‘Application Certification and Signature’ section of the application form.
- ⇒ Use dark ink if completing a paper application form.
- ⇒ It would be useful for you to make a copy of your completed form for future reference.
- ⇒ Make sure you return the form to us before the closing date, as we do not normally accept late applications.
- ⇒ You can scan your completed application form and return it as an email attachment to the email address on the application form. Please ensure you include the post reference number.
- ⇒ If you wish to post your application please mark the envelope “Application Form” and post it to the postal address on the application form
- ⇒ If you have a green wheelie bin (not a recycling bin) then you are classed as a Nottingham City Resident.

### **4. Alternative Formats**

If you need us to send you the application form and job details in a different format e.g. Braille or if you wish to send in your application in a different format then please contact the school who will make the necessary arrangements.

## **5. After application**

Due to the large number of applications we receive, unfortunately we cannot acknowledge receipt of your application form. If you have not been contacted within 10 working days of the closing date please assume that you have not been short-listed.

If you have been short-listed for an interview you will receive confirmation (by letter/mail/telephone) of the details of the interview including the date, time, location etc. if you require any adjustments or equipment to enable you to fully participate in the interview process please do not hesitate to call or email the school providing details.

## **6. Equality and Diversity**

The City Council and all schools have a leading role to play in promoting equal opportunity and valuing diversity – in the community, as an employer and as a provider of services to the people of Nottingham and its visitors.

However, if you feel you have been discriminated against at any stage of the recruitment process you have the right to complain under the school's Complaints Procedure. You should contact the school in the first instance.

### **6.1 City Council's Equality and Diversity Policy**

We have an Equality and Diversity Policy, copies of which can be obtained by contacting the Equality & Community Relations team, Loxley House, Station Street, Nottingham, NG2 3NG. Telephone: 0115 876 2747, or email: [equalityanddiversityteam@nottinghamcity.gov.uk](mailto:equalityanddiversityteam@nottinghamcity.gov.uk).

Upon request, copies of the Equality and Diversity Policy can be provided in community languages, large print, Braille and text for use on text recognition software.

### **6.2 The Equality Act (2010) – Disabled Applicants**

The Equality Act 2010 legally protects people from discrimination in the workplace and in wider society.

You are considered disabled under the Equality Act 2010 if you have a physical or mental impairment that has a 'substantial' and 'long-term' negative effect on your ability to do normal daily activities.

- 'substantial' is more than minor or trivial – e.g. it takes much longer than it usually would to complete a daily task like getting dressed.
- 'long-term' means 12 months or more – e.g. a breathing condition that develops as a result of a lung infection

On your application form we ask whether you consider yourself to be a disabled person and to give details of any aids you may need to enable you to attend an interview e.g. loop system, wheelchair access, sign language interpreter, support dog etc. We need this information to make sure that you have every opportunity to demonstrate your true abilities at the interview.

All disabled people who meet the requirements for the post at application form stage are guaranteed an interview.

## **7. Pre-employment checks and Safeguarding Responsibility**

The school and City Council are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment and to take immediate action to bring any concerns to the attention of the leadership team.

All successful applicants will be required to satisfactorily complete pre-employment checks appropriate to the post. A list of the checks appropriate to the post for which you are applying are included with the application pack and also in the person specification. Any change in status during employment in relation to any of these checks must be advised immediately and could lead to dismissal. Failure to disclose information in relation to any checks could result in dismissal from any post that you may be appointed to.

Checks relevant to your post may include some or all of the following:

### **7.1 Disqualification under the Childcare Act 2006 (applicable in schools until 31/8/18)**

The disqualification requirements apply to staff working with or managing:

- the education **during the school day** and activities that take place at the school **outside of the school day** (e.g. breakfast or after school clubs) for **early years children** (i.e. of nursery and reception class age)
- the supervision of **later years children** (i.e. under the age of 8) in relation to activities that take place **outside the school day** (e.g. breakfast or after school clubs)

Staff working in the relevant settings above will automatically be disqualified if any of the relevant offences or criteria below apply directly to them (including spent convictions) or by association to anyone else living or employed in the same household (excluding spent convictions). See Appendix 15 for further information.

### **Relevant Offences**

The relevant offences are covered at some length in Schedules 2 and 3 of the Childcare (Disqualification) Regulations 2009 (and in Appendix 15.A FAQ 1). However, these can be summarised as any of the following that resulted in a caution (issued since 2007 and including reprimands, warnings and youth cautions) or a conviction:

- Any offences by an adult against or involving children

- Any sexual offence by an adult or a child against an adult or child
- Any sexual offence by an adult or a child involving animals
- Murder, manslaughter, kidnapping, false imprisonment, ABH or GBH
- Burglary (involving rape)
- Offences relating to children's homes pursuant to the Care Standards Act 2000
- Any similar offence committed overseas which would result in disqualification if committed in the UK

#### **Other relevant criteria include**

- Certain orders made in relation to the care of children which are referred to in regulation 4 and listed at Schedule 1 of the 2009 Regulations
- Inclusion on the Disclosure and Barring Service (DBS) Children's Barred List
- Certain orders made in relation to the care of children, as referred to in regulation 4 and listed at Schedule 1 of the 2009 Regulations
- Refusal or cancellation of registration relating to childcare (other than failure to pay a fee), or children's homes, or being prohibited from private fostering, as specified in Schedule 1 of the 2009 Regulations

Schools will determine how they gather information about their staff, or prospective staff, and applicants will need to comply with their requirements in order to demonstrate that they are suitable to work at the school (see sample staff suitability declaration Appendix 15.B). Failure to provide information will render an applicant unable to proceed with the recruitment process. Where information provided results in the applicant being automatically disqualified, schools will review cases individually. If they are allowed to remain in the process, any subsequent offer of employment would be conditional, dependent on the applicant successfully applying to Ofsted for a waiver.

### **7.2 Policy Statement on the Recruitment of Ex-Offenders**

Nottingham City Council is committed to the protection of all those people who use its services and of its employees. The City Council is also committed to the promotion of Equality & Diversity and welcomes applications from people who have a criminal record as long as that does not affect its duty of care to others.

All posts in City schools are exempt from the Rehabilitation of Offenders Act and applicants must declare all convictions. This includes those which for any other purpose would be classed as spent (including cautions and reprimands) other than those that are "protected" as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013).

The employment and management of people with criminal records will be approached in a balanced and responsible way, taking into consideration the offence declared in relation to the post applied for.

### **7.3 DBS (Disclosure and Barring Service) and Barred List Checks**

All posts in schools require employees to successfully complete an Enhanced DBS check and in most cases an additional Barred List check (see [www.gov.uk/disclosure-barring-service-check](http://www.gov.uk/disclosure-barring-service-check) for further information). This will need to be completed once a

suitable candidate has been selected through the recruitment process; however any offer of employment will remain conditional of the successful completion of these checks.

The DBS will provide a certificate with details of the person's criminal record which the individual will be required to show to their prospective employer, who will assess and record the information provided, in order to confirm whether they are suitable for employment.

Having a criminal record will not necessarily bar anyone from working with the City Council. This will depend on the nature of the position and the circumstances of the background of the offence.

#### **7.4 Right to Work in the UK**

Under the Immigration, Asylum and Nationality Act 2006, it is a criminal offence for an employer to employ those who do not have permission to live or to work in the United Kingdom. All potential employees will be required to comply with the requirements of this legislation and produce evidence of their right to work before any employment offer can be confirmed. Further details of the documents acceptable as evidence can be found at [www.gov.uk/check-job-applicant-right-to-work](http://www.gov.uk/check-job-applicant-right-to-work).

#### **7.5 Medical Clearance**

Before employment can be confirmed, all potential employees will require medical clearance. In order to do this, they will be required to complete a medical questionnaire which will be assessed by the school's occupational health advisor. Any queries will need to be followed up to ensure the applicant is fit to undertake the post applied for.

#### **7.6 References**

All applicants for jobs in schools are required to provide the names of two referees, one of whom must be their current/last employer. The referees should include at least one who can comment on the applicant's previous work with children, where this is possible. The school reserves the right to contact other previous employers for a reference where this is deemed necessary, in exceptional cases. For applicants who have not previously been employed, suitable referees could include, for example, headteachers, lecturers, employment advisors and volunteering supervisors.

It is Nottingham City Council's practice to obtain references for short-listed applicants to school posts before interviews take place. In very rare circumstances, it may be possible to delay a reference until after interview; however applicants should contact the chair of the recruitment panel prior to application to discuss whether an exception can be made.

#### **7.7 Other job-specific checks**

For some posts there will be other job-specific checks that suitable applicants will need to comply with. Examples of these include verification:

- of any relevant qualification required by the job

- of professional status
- of completion of the statutory induction period for teachers
- that they have not been prohibited from teaching

## **8. Working Time Directive**

If your application is successful, in order to comply with Working Time Regulations the school will need to know if you have any other employment. The combined total of working hours must not exceed 48 hours when averaged over a 17-week period unless a voluntary agreement is completed in accordance with Nottingham City Council's Working Time Regulations Policy Statement. This will include any other employment (whether with the City Council, another employer or self-employed) and will need to be updated should the situation change during your employment.