

Guidance notes for applicants

Thank you for your interest in working at our schools and your consideration in applying for a post with the Lunesdale Learning Trust (LLT).

Please read the following notes before completing our Application Form. The guidance notes are designed to assist applicants in completing the editable version of the LLT application form.

Lunesdale Learning trust is committed to safeguarding and protecting the welfare of children and young people and expects all staff, governors and volunteers to share this commitment. Successful candidates will be subject to an enhanced DBS check as required and other pre-employment checks.

Equality and Diversity

Lunesdale Learning Trust is committed to equality and diversity and welcomes colleagues from all backgrounds into our community irrespective of their sex, race, religion or belief, ethnicity, gender, gender identity, disability, sexual orientation, age, marital or pregnancy status. To help us ensure how effective we are in encouraging applications from a diverse range of candidates, and to ensure that no job applicant or employee receives less favourable treatment on any grounds, please complete our Equality and Diversity Monitoring form.

The information provided will be treated as strictly confidential and will only be used for monitoring purposes. The form will be separated from the application form.

Data Protection (GDPR)

Your data (both paper and electronic) will be processed in accordance with data protection legislation.

All details that you submit will be held for a maximum of 6 months and will then be confidentially disposed of. If you are successful in your application this information will be kept securely on your personal employment record.

Completing the Application Form

Please complete all sections of the application form, ideally electronically. Should there be insufficient space for all your details please feel free to continue on a separate piece of paper in any section.

Please note that a curriculum vitae will not be accepted in substitution for a completed application form but may be additional.

The application form will be photocopied or circulated electronically to those members of staff involved in the recruitment process.

Please submit your application to **recruitment @qes.org.uk**

References

Applicants must provide two references: one reference should be from your current employer or, if not working, your last employer. Where possible references should be from separate sources and not from the same organisation or employer. For those applicants who are currently employed in a school the first reference should be from the Headteacher of that establishment.

All referees should have known you for at least one year and cannot be a spouse, partner, friend or relation.

The Trust will contact referees for verification. Please ensure you have permission to provide their details on the application form.

If you are currently working with children, on a paid or voluntary basis, your current employer will be asked about disciplinary offences, including disciplinary offences relating to children or young persons (whether the disciplinary sanction is current or time expired) and whether you have been the subject of any child protection allegations or concerns and if so the outcome of any enquiry or disciplinary procedure.

Disclosure of Criminal Convictions and Rehabilitation of Offenders Act 1974

Posts requiring a DBS check (Disclosure & Barring Service) check are exempt from the Rehabilitation of Offenders 1974 legislation. Shortlisted candidates for such posts will be expected to provide details of all previous criminal convictions and cautions. A disclosure would, for example, be required for posts where the postholder is required to work with or come into contact with children eg. any post working directly in a school environment. Candidates are asked to provide details of any convictions or cautions separately in a sealed envelope or in a password protected email to recruitment@ges.org.uk

Self-declaration

If you are shortlisted for an interview you will be asked to complete a self-declaration form to return prior to the interview or bring with you on the day. This will be passed to the interview panel for any issue to be discussed as part of the interview.

Selection and Interview Procedure

Applications will be passed to the interview panel for shortlisting. Applicants who have not received an invite to interview within two weeks of the closing date should assume their application has been unsuccessful.

References for candidates invited to interview will usually be taken up prior to interview. Please indicate on the application form if you would prefer referees not to be contacted prior to interview.

Pre-employment checks

All offers of employment are conditional upon receipt of satisfactory references, medical clearance, evidence of any essential qualifications and where the post requires, a Disclosure and Barring Service check. Once completed all offers of employment will be confirmed and a contract of employment will be issued.