

Striving to be an Equal Opportunities Employer



Application for Academy Based Appointment Guidance Notes & Information to Applicants

Please read these notes carefully prior to completing your application form.

Wardle Academy Trust is a multi-academy trust currently working in partnership with Kentmere Academy & Nursery, St James CE Primary School and St Andrews CE School. Appointments made are made to Wardle Trust.	Appointments to this post will be subject to an enhanced Disclosure & Barring and background check <i>The Trust is committed to safeguarding and promoting the welfare of children and young people. The information requested for applicants to provide for DBS clearance, is considered to be objectively justified to comply with government guidance on safer recruitment in schools and academies.</i>
Thank you for the interest you have shown in working for Wardle Trust. This information is provided to help you complete your application form. If you have any queries about the completion of this form please contact the Academy.	
Rehabilitation of Offenders Act 1974 The nature of the work for which you are applying means that you are exempt from Section 4(2) of the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975. You are not, therefore entitled to withhold provisions of the Act and, in the event of you being appointed to the post, any failure to disclose such information could result in summary dismissal.	Data Protection We are required, under the Data Protection Act (1998), to inform you that details of your name address and the post applied for will be held on computer to facilitate the recruitment process
Recruitment Monitoring Form The Trust aims to be an Equal Opportunities Employer. We welcome applications regardless of age, gender, cultural and ethnic origin, religion, disability and sexuality. To help monitor the effectiveness of our recruitment practices and assess the success of different media in attracting applications, please complete the equal opportunities section attached to your application form. This information will be used for statistical purposes only.	Relatives of Governing Bodies members, teachers or senior officers Candidates for any employment within the Trust must disclose any relationships with a governing body member, teacher or senior officer of the Academy. Candidates who fail to do so shall be disqualified from appointment. Governing body members, teachers and senior officers are also required to disclose any relationship known to exist with a candidate for an appointment. 'Senior Officer' is defined as including all officers whose salaries are graded SO1 or above.
Disabled candidates Disabled candidates meeting the essential criteria for the post will be guaranteed an interview. Your application form will be judged solely on its merits. Where possible, adjustments will be made to ensure a disabled person is able to carry out the work.	Difficulties in completing this form If you have any questions about the completion of this form please contact the Academy for assistance.
	False Information Providing false information is an offence and could result in your application being rejected or summary dismissal if selected, as well as possible referral to the police.

Smoke Free Policy

The Trust operates a Smoke Free Policy for all its employees and applies to any building and associated grounds within the immediate vicinity of the building.

Job Descriptions and Person Specifications

Before you start to complete the application you should read the job description and person specification carefully. This information will enable you to show us, on your application form, how your knowledge, experience, skills and abilities match those we require and how they will enable you to successfully do the job.

Use the criteria in the person specification as headings and give examples of your experiences and skills under each heading. If you do not clearly demonstrate how you meet the essential criteria in the person specification, you cannot be shortlisted for interview.

You can use skills you have gained from unpaid, community and voluntary work, leisure interests and your home life, as well as those from past and recent employment.

Closing Date

Take a note of the closing date for applications and make sure your application is submitted in plenty of time.

Late Applications may not be accepted after the closing date.

Applications/CVs

Applications will be accepted on the attached form and continuation sheets (if needed).

Use black ink so we can clearly photocopy forms for shortlisting and interviewing.

Curriculum Vitae (CVs) are not accepted.

Lost/Delayed Applications

Claims that any application form has been lost or delayed in the post will not be considered without proof of posting from the Post office in support of such claims.

Decision to shortlist

Your application form is an important part of the recruitment process. The decision whether or not to shortlist you for interview will be based on the information you provide on your application form. We do not take into account any previous applications or prior knowledge of you.

Pre-employment clearances

All posts are subject to satisfactory medical clearance from the Trust's occupational health providers, two satisfactory references (see References section), evidence of the Right to Work in the UK, Qualification checks, enhanced DBS clearance. Failure to meet these requirements will result in any offer of employment being withdrawn.

References

Two satisfactory references will be required prior to appointment. One should be from your present/relevant employer (or your last employer if unemployed) References will be requested at the point of your application being shortlisted.

Probationary (Support Staff)

All new entrants to the Trust will be subject to a probationary period of up to 6 months.

Acknowledgment and Feedback

If you want feedback as to why you have not been shortlisted and suggestions to improve your chances of success in the future please contact the Academy and you will be directed to the appropriate person.

Complaints Procedure

If a candidate is not satisfied with the feedback regarding their application form and/or interview performance and they want to raise a concern or complain, this may be done by way of a written complaint under the Trust's Recruitment and Selection Complaint Procedure.