



WOOTTON ACADEMY TRUST

The Application and Recruitment Process

Application

To apply for a vacancy, please complete and return a Wootton Academy Trust Application Form and an Equal Opportunities Form by the deadline date stated in the advertisement to Emma Benson, HR Officer. Application Forms must be signed and can be emailed or sent by post.

Applications will only be accepted from candidates completing our Application Form in full. CVs will not be accepted.

Selection

Only candidates meeting the right criteria will be taken forward to interview. Successful applicants will be invited for interview by telephone. Details of the interview will be confirmed by email. In addition to candidates' ability to perform the duties of the post, the interview will also explore issues relating to safeguarding and promoting the welfare of children. Candidates will be asked to address any discrepancies, anomalies or gaps in their application form.

References from previous and current employees will be taken up for shortlisted candidates and where necessary employers may be contacted to gain further information.

Identity Checking and Disclosure

For security purposes and, in accordance with the guidance issued by the Department for Education, the Trust asks all applicants to provide evidence of their identity, right to work in the UK, address and qualifications.

The Trust follows the Disclosure and Barring Service identity checking guidelines as the successful applicant will be required to complete and Application Form for an enhanced Disclosure and Barring Service check and Children's Barred List check. A list of valid identity documents will be sent to shortlisted candidates. Shortlisted candidates will also be required to provide evidence of any qualifications referred to in their application for. Copies of the documents will be taken for our records. However, any copies will be destroyed in the event that you choose not to proceed with, or if you are unsuccessful in, your application. If you are unable to provide the required documents, you will be required to contact the Trust to discuss this in advance of the interview.

The posts advertised are classified as having substantial access to children and the appointment is subject to an advanced police check of previous criminal convictions (DBS). Applicants are required, before appointment, to disclose any convictions, cautions or binding over including spent convictions under the Rehabilitation of Offenders act 1974 (Exemptions)



Order 1975. Non disclosure may lead to termination of employment. However, disclosure of a criminal background will not necessarily debar individuals from employment - this will depend on the nature of the offence(s) and when they occurred. .

Offer of Employment

Wootton Academy Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment and to undergo appropriate checks, including enhanced DBS checks. Any offer of employment is conditional upon the following:

For all staff:

- references satisfactory to the Board of the Trust from authorised personnel in two organisations you have named as referees (including your present/last employer)
- A medical report which the Board of the Trust regards to be satisfactory;
- A clear check of the Children's Barred List;
- Original evidence which proves that you are eligible to work in the UK
- Disclosure and Barring Service Disclosure clearance at Enhanced level satisfactory to the Board of the Trust.
- Where appropriate and required an overseas Criminal Records Check

For teaching staff only

- Confirmation by the Department for Education that you hold a recognised qualification and that your status as a teacher is duly confirmed;
- That you are not subject to a prohibition order issued by the Secretary of state

If you have any questions about the recruitment process, please do not hesitate to contact the HR Department.

The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.