

Instructions on completing the recruitment application form. Please note you will need to read the **Applicant Brochure** together with the notes below:

References

If you have been short-listed for interview, we will contact the three referees you have provided on your application form **prior to your interview** unless you have specifically indicated on the form that you do not wish us to approach your current employer at this stage.

References from your spouse/partner or relative are not acceptable. The trust reserves the right, where it is deemed necessary, to take up references in respect of any previous employers, paid or unpaid.

Any conditional offer of employment will be subject to three satisfactory references, one of which must be your present or most recent employer. If you have not worked in paid employment, you may provide the name and address of anyone who knows you well and who will be able to confirm the information you have provided and comment on your suitability for the position.

Internal candidates should give their line manager as a first referee.

Criminal Records Bureau (CRB)

Employment with the trust will bring you into contact with children and vulnerable young people and adults. Any offer of employment will be subject to a satisfactory Enhanced CRB Disclosure.

As the trust uses the CRB service to help assess the suitability of candidates for positions of trust, we are recipients of Disclosure Information and must comply fully with the CRB Code of Practice including the correct handling and safekeeping of Disclosure Information.

Further information is available from the CRB website (www.disclosure.gov.uk).

Independent Safeguarding Authority Registration

Any conditional offer of employment is subject to satisfactory completion of ISA Registration in collaboration with the CRB bureau (**currently on hold**). The registration cost is the responsibility of the applicant.

Recruitment of Ex-Offenders

Having a criminal record may not necessarily prevent you from working for the trust. Much will depend on the nature of the position on offer and the circumstances and background of your offence(s). We encourage all applicants called for interview to provide details of their criminal records at an early stage in the application process. We request that this information is sent under separate, confidential cover, with your application form. We guarantee this information will only be seen by those who need to see it as part of the recruitment process. We ensure all those in the trust who are involved in the recruitment process have been suitably trained to identify and assess the relevance and circumstances of offences. We also ensure that they have received appropriate guidance and training in the relevant legislation relating to the employment of ex-offenders, for example, the Rehabilitation of Offenders Act 1974. At interview, or in a separate discussion, we ensure that an open and measured discussion takes place on the subject of any offences or other matter that might be relevant to the position. Failure to reveal information that is directly relevant to the position sought could lead to termination of your application and therefore an offer would not be made.

Occupational Health Questionnaire

Any conditional offer of employment is subject to satisfactory medical clearance. To obtain medical clearance you will be provided with a medical health questionnaire for our Occupational Health Adviser to consider. Any information you give is confidential between you and our Adviser, who may need to write to your doctor for clarification.

Conditional Offer of Employment

If you are successful at interview stage you will be contacted and notified that you are progressing to the next stage of our recruitment process. This next stage will include the four pre-employment checks previously mentioned, and all conditional offers of employment are subject to successful completion of these checks:-

- Three satisfactory references.
- Satisfactory medical clearance.
- Satisfactory Enhanced CRB Disclosure.
- ISA Registration (**currently on hold in development with CRB Bureau**)

Once all the pre-employment checks are completed with a satisfactory outcome, you will then receive a confirmation letter about your offer of employment and start date from the trust.

Qualifications You will need to provide proof of your qualifications (**original certificates only**) relevant for the position.

Right to Work in the United Kingdom You will need to provide proof of your right to work in the United Kingdom