



## Application Guidance Notes

Thank you for your interest in working for Slough and Eton School.

We will use the application form to help to decide your suitability for the post so please make sure that it is legible, accurate and completed in all sections. Curriculum Vitae's (CV) will only be considered as part of the supporting documentation to a completed application form.

You also may wish to supplement your application with a covering letter.

The following documents are available to assist you in the application process and are all available on our website:

### **Job Advert**

### **Job Description and Person Specification**

### **Teachers Application Form or Non Teaching Application Form**

### **Equal Opportunities/Recruitment Monitoring Form**

### **Application Guidance Notes**

Applications can be completed and returned via email to [vacancies@slougheton.com](mailto:vacancies@slougheton.com) or posted to the school address below.

Beverly Glanville – HR Advisor

Slough and Eton Church of England Business & Enterprise College

Ragstone Road,

Chalvey,

Slough,

SL1 2PU

If you would like any further information, please do not hesitate to contact Beverly Glanville via email at [vacancies@slougheton.com](mailto:vacancies@slougheton.com) or on 01753 520824.

Further information about our school, including upcoming events and activities can all be found on our website at [www.slougheton.com](http://www.slougheton.com)

### **GDPR**

Please note the information you have provided will be used during the recruitment procedure in line with obligations and the rules under the General Data Protection Regulation (GDPR) and Data Protection Act 2018. Data contained within the Equal Opportunities monitoring form will be used to produce depersonalised statistics for reporting and monitoring purposes. If you are the successful candidate, this form and the information collected through the recruitment campaign will be stored and used as part of your personnel record.

We will not share your information with any other organisation unless required to do so by statute.



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## **Making your Application**

The following advice is designed to assist you with your application and to explain the process that we will use to select the most suitable applicant for the post.

### **Job Description and Person Specification**

When we short-list and recruit we use:

- The job description and person specification
- The application form
- Supporting documentation supplied by the applicant ie: personal statement, covering letter.

The job description and person specification outline the main responsibilities of the job. The person specification outlines the kind of person we are looking for. It details the knowledge, experience and skills that an applicant needs to do the job. The person specification also details which criteria will be used to short-list for interview, which criteria will be explored at interview and if applicable, which criteria will be explored through a range of assessments and ability testing.

Essential criteria are those that you must have to carry out the responsibilities for the job. Desirable criteria are those that are additional requirements, which we may use if we receive a large number of applications, which meet the essential criteria

### **Application Form**

Please refer to the job description and person specification and ensure that you provide information that shows how you meet the requirements of the role and criteria listed, as we cannot assume anything about you. You need to tell us anything that is relevant to the job for which you are applying. The information contained in application form is the information we will use when short-listing for interview.

You will need to consider your full current and previous employment (paid and unpaid) since leaving education as well as experience gained in the community, through volunteering and leisure activities.

Please indicate on the application form any dates that you are not available to attend interview. If you are unable to attend interview on the allocated date, it may not be possible to offer another date or time. We will keep your application for no more than 6 months and may wish to contact you if we are unable to appoint from the original interviews.

### **Correspondence from our Human Resources Advisor**

To provide an efficient and effective service to all applicants Beverly Glanville, HR Advisor, endeavors to communicate in email format where possible. We therefore ask that you provide us with a contact email address for you, and if applicable, provide email addresses for your nominated referees so that references can be sought quickly before the interview date. As part of the safeguarding process it is recommended that we obtain references before interview for all teaching and non-teaching staff.

Slough and Eton School aims to inform all unsuccessful applicants as to the outcome of their application, however on some occasions this may not be possible. If you have not been contacted within 3 weeks of the closing date, please assume that you have been unsuccessful on this occasion.

### **Equal Opportunities Monitoring Form**

At Slough and Eton School we want our workforce to reflect the diversity of the community we serve. Your cooperation in providing information by completing the equal opportunities form is one of the ways we hope to achieve this. This information will be treated in the strictest confidence and will be detached before short-listing or interviewing.

It is our policy to ensure that job applicants and employees are treated justly, and are recruited, selected, trained and promoted on the basis of the job requirements, skills and abilities. We will ensure that people are not disadvantaged by conditions or requirements, which cannot be shown to be justified as being necessary for the effective performance of the job. You are under no obligation to complete this form, however if you do you are agreeing, under the Data Protection Act 2018 that Slough and Eton School may hold and use personal information about you for monitoring purposes.

### **Rehabilitation of Offenders Act 1974**

The amendments to the Exceptions Order 1975 (as amended in 2013) provide that certain spent convictions and cautions are 'protected' and are not subject to disclosure to employers, and cannot be taken into account. Guidance and criteria on the filtering of these cautions and convictions can be found on the Disclosure and Barring Service website. Applicants are to confirm whether they have any convictions, cautions, reprimands or final warnings that are not "protected" as defined by the "Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013).

Disclosure of convictions will not necessarily be a bar to employment but failure to disclose this information could result in dismissal if subsequently discovered.

### **Safeguarding children**

Slough and Eton School has a responsibility for and is committed to safeguarding and promoting the welfare of children and young people to ensure that they are protected from harm.

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## **Offers of Employment**

All offers of employment are conditional and subject to the following pre-employment clearances:

### **Satisfactory Medical Clearance**

All successful candidates complete a medical questionnaire and may be required to pass a medical examination by Slough and Eton's occupational health physician.

### **Satisfactory References**

Slough and Eton's practice is to take up two references, one of which must be the current or most recent employer. Referees must not be a member of your family, or spouse/partner. If you are a recent school or further education leaver, one of your references must be from the Headteacher or Lecturer. Occasionally more than two references may be required, if this is the case, we will inform you before we contact former employers.

For all posts within Slough and Eton School references will be taken up following short-listing and prior to interview. Progression of appointments within the school can only occur following the receipt of satisfactory references.

Slough and Eton School reserves the right to verify any information given in the application form and throughout the selection process. In the event that the School receives any information through the verification process which may differ from the information you have provided or has an adverse effect on our decision you will be informed as soon as possible.

### **Disclosure and Barring Service Clearance (previously CRB)**

All successful candidates will be required to complete the appropriate DBS documentation. The successful candidate will be unable to take up the appointment until the clearance is received from the DBS. The timescale for these

checks is outside the School's control and this can take several weeks.

### **Evidence of Qualifications**

If particular qualifications are listed as essential to the role on the Person Specification, we will need evidence of the qualifications (original certificates) you specify in your application form. Originals must be brought to the interview for candidates who have been short-listed. Copies will not be accepted.

### **Eligibility to work in the UK**

In order to comply with the Asylum and Immigration Act 1996 (As AMENDED) (Immigration, Asylum and Nationality Act 2006), all employers in the United Kingdom are required to make basic documentation checks on every person they intend to employ.

We ask all short-listed applicants to provide proof that they can be legally employed. We have to see satisfactory proof in the form of **original** documentation before we can confirm any offer of employment. If we do not see satisfactory proof, an offer of employment can be withdrawn. The requirements for documentation are included in our letter of invitation to interview.

### **Child Protection Training (Level 1)**

All school staff are required to have a certificate gained in the last 3 years in Child Protection Training (Level 1) for safeguarding compliance. We offer this training in an online format to all new staff as necessary.

### **Staff Code of Dress**

Staff are expected to dress appropriately for school, setting a good example for pupils. Dress should be business-like and include a tie for male staff and business type jacket for all staff. Jackets should be worn around the school, when in the classroom or receiving visitors.

Dress for trips needs to be appropriate for the trip. For whole INSET days dress may be smart casual.