

Information for Applicants

Applications for positions undertaking regulated activity

This information is designed to help you complete your application to The JCB Academy. Please read it before you start to complete your covering letter and application form. If you need any additional information regarding the application process, then please email recruitment@jcbacademy.com or contact the HR Department on 01889 506100.

Your completed application form and covering letter should be emailed to recruitment@jcbacademy.com by the published closing date. Please note that CVs will not be accepted.

It is unlawful for the academy to employ anyone who is barred from working with children. It is a criminal offence for any person who is barred from working with children to apply for a position at the academy. Providing false information is an offence and could result in the application being rejected or summary dismissal if employed, and referral to the police and/or the Disclosure and Barring Service (DBS).

APPLICATION

COVERING LETTER

A covering letter may be required as part of the application - please check carefully if this is the case for the position you are applying for.

APPLICATION FORM

- ***Position applied for***

Please state which position is being applied for as we often have several vacancies at the same time.

- ***Personal details***

Shortlisted candidates are contacted by telephone and/or email and it is therefore important to ensure that the email address provided is one that is checked on a regular basis.

- ***Employment History***

It is not acceptable to leave this section blank and refer to an enclosed CV.

Ensure there are no gaps in the employment history. Career breaks, study, raising a family, unemployment, etc., must all be included.

- ***Qualifications***

Shortlisted candidates are required to provide evidence of all qualifications listed in this section when they attend for interview. It is therefore important that you ensure you have all the relevant certificates.

- ***Right to work in the UK***

All shortlisted candidates will be requested to bring to interview evidence of their right to work in the UK.

- ***Criminal Convictions***

This position will involve engaging in regulated activity. You are therefore required to disclose whether you have any cautions, convictions, reprimands or final warnings which are not protected as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013). If you make a declaration, this will be discussed and considered in the circumstances of the individual case during the interview process.

The academy's policy on the recruitment of ex-offenders is attached.

- ***Do you consider yourself disabled under the DDA?***

Applicants with disabilities are guaranteed an interview providing they meet the essential criteria as listed in the person specification.

- ***Do you have any particular requirements for an interview***

This is an opportunity to provide information about, for example, special access arrangements that might need to be made.

- ***References***

Please note that if you are shortlisted, references will be sought **prior to interview**.

Two referees must be provided, one of whom must be your current or most recent employer. **If your current or most recent employer is a school or college then the referee must be the headteacher/principal.**

If you are not currently working with children, young people or vulnerable adults but have done so in the past, you must nominate a referee from an organisation where you were employed to work with children, young people or vulnerable adults. You should note that if you have been employed by a school or college within the last five years but this is not the current or most recent employer, then the academy will automatically seek a reference from the headteacher/principal of the relevant establishment(s).

Referees will be asked if you have any live disciplinary offences and also about any “time expired” disciplinary offences relating to children or young people. In addition, they will be asked if you have been subject to any child protection or vulnerable adult protection concerns, and the outcome of any such enquiry or disciplinary procedure.

References from relatives or friends are not acceptable. Appropriate referees are those who have direct experience of your work, education or training, preferably in a supervisory capacity.

Referees are contacted by email, therefore please check the email addresses you provide are up to date.

Satisfactory references must be obtained before any formal offer of employment can be confirmed.

ASSESSMENT CENTRE/INTERVIEW

Shortlisted candidates are contacted by email and/or telephone to confirm the date and time of the assessment centre/final interviews. All candidates are required to attend on the same day and it is therefore not possible to offer alternative dates.

The assessment centre comprises a variety of specially designed exercises, some of which will require individual input and others will be group activities. The exercises are observed and scored. At the end of the assessment centre a smaller number of candidates are chosen for final interview which, wherever possible, will be on the same day as the assessment centre.

Overnight and travelling expenses are paid to candidates living more than 50 miles from the academy and travelling expenses to those travelling more than 25 miles.

APPOINTMENT

Any offer of employment is subject to:

- Satisfactory enhanced DBS disclosure which confirms that the applicant is not named on the Children's Barred List. (*See Appendix 1 - Recruitment of Ex-Offenders Policy and Appendix 2 - DBS Certificates Policy. A copy of the DBS Code of Practice is available on request from the HR Department.*)
- Satisfactory references from two referees (if not received prior to interview).
- Proof of right to work in the UK (if not provided at interview).
- Proof of qualifications listed on the application form (if not provided at interview).
- Verification of professional qualifications which the academy deems a requirement for the post (if not provided at interview).
- Satisfactory checks which are necessary as a result of the applicant having lived or worked outside of the UK.
- The academy being satisfied that the applicant is not, and has never been, the subject of a sanction, restriction or prohibition issued by the National College for Teaching and Leadership, or any predecessor or successor body, or by a regulator of the teaching profession in any other EEA country which prevents the applicant working at the academy or which, in the academy's opinion, renders the applicant unsuitable to work at the academy.
- The academy being satisfied that the applicant is not, and has never been, the subject of any proceedings before a professional conduct panel or equivalent body in the UK or any other country for any reason which prevents the applicant working at the academy or which, in the academy's opinion, renders the applicant unsuitable to work at the academy.
- Confirmation that the applicant is not subject to a direction under Section 142 of the Education Act 2002 which prohibits, disqualifies or restricts them from providing education at a school, taking part in the management of an independent school or working in a position which involves regular contact with children.

The JCB Academy

Recruitment of Ex-Offenders

Policy

As an organisation assessing applicants' suitability for positions which are included in the Rehabilitation of Offenders Act 1974 (Exceptions) Order using criminal record checks processed through the Disclosure and Barring Service (DBS), The JCB Academy complies fully with the DBS Code of Practice and undertakes to treat all applicants for positions fairly.

The academy makes this policy available to all applicants at the start of the recruitment process.

The academy undertakes not to discriminate unfairly against any subject of a criminal record check on the basis of a conviction or other information revealed.

The academy can only ask an individual to provide details of convictions and cautions that the academy is legally entitled to know about.

The academy can only ask an individual about convictions and cautions that are not protected.

The academy is committed to the fair treatment of its staff, potential staff or users of its service regardless of race, gender, religion, sexual orientation, responsibilities for dependants, age, physical/mental disability or offending background.

The academy actively promotes equality of opportunity for all with the right mix of talent, skills and potential and welcomes applicants from a wide range of candidates, including those with criminal records.

The academy selects all candidates for interview based on their skills, qualifications and experience.

All application forms, job adverts and recruitment briefs for roles that will engage in regulated activity contain a statement that a disclosure will be requested in the event of the individual being offered the position.

Unless the nature of the position allows questions to be asked about an applicant's entire criminal records, the academy will only ask about "unspent" convictions as defined in the Rehabilitation of Offenders Act 1974.

The academy ensures that all staff involved in recruitment decisions have been suitably trained to identify and assess the relevance and circumstances of offences. The academy also ensures that they have received appropriate guidance and training in the relevant legislation relating to the employment of ex-offenders, e.g. the Rehabilitation of Offenders Act 1974.

At interview, or in a separate discussion, it is ensured 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 withdrawal of an offer of employment.

Every subject of a criminal record check submitted to DBS disclosure is made aware of the existence of the DBS Code of Practice and a copy is made available on request.

Any matter revealed in a disclosure will be discussed with the applicant before withdrawing a conditional offer of employment.

Having a criminal record does not necessarily mean being barred from working with the academy. This will depend on the nature of the position and the circumstances and background of the offences.

Related policies/procedures:

DBS Disclosures Policy

Staff Recruitment and Selection Policy and Procedures

The JCB Academy

Disclosure and Barring Service (DBS) Certificates Policy

1. General principles

As an organisation using the DBS to help assess the suitability of applicants for positions of trust, The JCB Academy complies fully with the Code of Practice regarding the correct handling, use, storage, retention and disposal of certificates and certificate information. The Academy also complies fully with its obligations under the Data Protection Act 1998 and other relevant legislation pertaining to the safe handling, use, storage, retention and disposal of certificate information and has a written policy on these matters which is available to those who wish to see it on request.

2. Online checks

Individuals can choose to subscribe to the DBS Update Service which allows them to keep their criminal record certificate up-to-date so that they can take it with them from role to role within the same workforce. This means the academy can, with the individual's consent, carry out a free, instant online check of an individual's certificate to check that it is up-to-date.

3. Storage and access

Certificate information is kept securely, in a lockable, non-portable storage cupboard with access strictly controlled and limited to those entitled to see it as part of their duties.

4. Handling

In accordance with section 124 of the Police Act 1997, certificate information is only passed to those who are authorised to receive it in the course of their duties. The academy maintains a record of all those to whom certificates or certificate information has been revealed and it is a criminal offence to pass this information to anyone who is not entitled to receive it.

5. Usage

Certificate information is only used for the specified purpose for which it was requested and for which the applicant's full consent has been given.

6. Retention

Once a recruitment (or other relevant decision) has been made, certificate information is not kept for any longer than is necessary. This is generally for a period of six months to allow for the consideration and resolution of any disputes or complaints. If, in very exceptional circumstances, it is considered necessary to keep certificate information for longer than six months, the DBS will be consulted about this and full consideration will be given to the data protection and human rights of the individual concerned before doing so. Throughout this time the usual conditions regarding safe storage and strictly controlled access will prevail.

7. Disposal

Once the retention period has elapsed, any DBS certificate information is immediately destroyed by secure means, i.e. by shredding. While awaiting destruction, certificate information is not kept in any insecure receptacle, e.g. waste bin or confidential waste sack. Photocopies or other images of certificates, or copies or representation of the contents of certificates, are not kept. However, notwithstanding the above, the Academy may keep a record of the date of issue of a certificate, the name of the subject, the type of certificate requested, the position for which the certificate was requested, the unique reference number of the certificate and the details of the recruitment decision taken.

Related policies/procedures:

Recruitment of Ex-Offenders Policy

Staff Recruitment and Selection Policy and Procedures