

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 setting out relevant skills and experience is required as part of the application.

APPLICATION FORM

- ***Position applied for***

Please state which position is being applied for as we often have several vacancies at the same time. Please also ensure you let us know where you saw the vacancy advertised.

- ***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.

Please ensure you provide any relevant information regarding your right to work in the UK. All shortlisted candidates are required to bring proof of this to interview.

- ***Employment History***

It is not acceptable to leave this section blank and refer to an enclosed CV. You must ensure there are no gaps; 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.

- ***Self-declaration of Criminal Record***

Due to the nature of the work being applied for, this post is exempt from the provisions of the Rehabilitation of Offenders Act 1974 (Exceptions) Order. If you are shortlisted you will be required to complete a Criminal Record Self-Declaration Form.

In the event of a successful application, an Enhanced Disclosure will be sought from the Disclosure and Barring Service (DBS). As this post will involve engaging in regulated activity, the Children's Barred List will also be checked.

If we offer you a position, we will compare the information you have provided in your self-declaration with the information in your formal DBS check so that we only make decisions based on the most accurate information possible.

It is an offence to apply for this post if barred from engaging in regulated activity relevant to children.

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 and should ensure they provide details of any arrangements which can be made if they are called for interview.

- ***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 the most recent organisation where you were employed to work with children, young people or vulnerable adults. If this is a school or college, the referee must be the headteacher/principal.

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.

SHORTLISTING

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 usually not possible to offer alternative dates.

ASSESSMENT CENTRE/INTERVIEW

The assessment centre will comprise a variety of specially designed exercises, some of which may require individual input and others could be group activities.

At the end of the assessment centre a smaller number of candidates are selected 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, with a check of the Children's Barred List.
- 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 the academy deems necessary as a result of the candidate having lived or worked outside of the UK.
- The academy being satisfied that the candidate, if being appointed as a teacher, is not the subject of a prohibition order, interim prohibition order, disciplinary sanction or restriction issued by the National College for Teaching and Leadership, or any predecessor or successor body.
- 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 candidate, if taking up a management position, is not subject to a prohibition from management (section 128) direction made by the secretary of state.

***Recruitment of
Ex-Offenders Policy***
March 2025



1. This policy on the recruitment of ex-offenders is made available to all applicants at the outset of the recruitment process.
2. 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.
3. The academy makes every subject of a criminal record check submitted to the DBS aware of the existence of the DBS Code of Practice and makes a copy available on request.
4. 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.
5. The academy can only ask an individual to provide details of convictions and cautions that it is legally entitled to know about and that are not protected.
6. A DBS certificate at enhanced level which includes a check of the Children's Barred List will be requested where the position is one that is included in the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 as amended, and where appropriate Police Act Regulations as amended.
7. For those positions where a criminal record check is identified as necessary, all application forms and job adverts will contain a statement that an application for an enhanced DBS check will be submitted in the event of the individual being offered the position.
8. 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.
9. 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.
10. The academy selects all candidates for interview based on their skills, qualifications and experience.

11. 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.
 12. 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.
 13. Any matter revealed in a disclosure will be discussed with the applicant before withdrawing a conditional offer of employment.
 14. 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.
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***Handling of Disclosure
and Barring Service
Certificates Policy
March 2025***



1. General principles

- 1.1 As an organisation using the DBS checking service 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 General Data Protection Regulation (GDPR), Data Protection Act 2018 and other relevant legislation pertaining to the safe handling, use, storage, retention and disposal of certificate information.

2. Storage and access

- 2.1 Certificate information is held electronically with access strictly controlled and limited to those who are entitled to see it as part of their duties.

3. Handling

- 3.1 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 HR Department 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.

4. Usage

- 4.1 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.

5. Retention

- 5.1 Once a recruitment (or other relevant decision) has been made, certificate information is not kept for any longer than is necessary. This retention allows for the consideration and resolution of any disputes or complaints, the completion of the Single Central Record and may be necessary to demonstrate safer recruitment practice for the purpose of safeguarding audits. Throughout this time the usual conditions regarding safe storage and strictly controlled access will prevail.

6. Disposal

- 6.1 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 non-lockable confidential waste sack.
- 6.2 Photocopies or other images of certificates, or copies or representation of the contents of certificates, are not kept. However, the academy will 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.



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