

# Making Your Application

## *How to Apply*

Please fill out either an electronic application form, or complete one of our application forms by hand. To conform to our equal opportunities policy, we only consider applications on our standard form. This ensures we give all candidates fair treatment and, for this reason, we **do not accept CVs** as a form of application.

If you require an application form in an alternative format (e.g. large print), please contact **<insert school contact details>** quoting the job reference number and the job title of the post you are interested in.

Please complete the application form in full, referring to the guidance notes below and those contained within the application form. Once completed please follow the instructions provided in the job advert to submit your application, ensuring this reaches us no later than the closing date shown.

## *Qualifications*

If you are shortlisted for interview, you will be asked to bring with you any original certificates of qualifications relevant to the post. Copies of which will be taken at the interview.

## *References*

No offer of employment will be made without the receipt of two satisfactory references. Please see the application form for further guidance on reference requirements.

## *Pre-Employment Checks*

All new staff are required to undergo a medical screening, and will be asked to provide documents to confirm entitlement to work in the United Kingdom as required by the Immigration, Asylum & Nationality Act 2006.

In applying for a job with Reading Borough Council, you will be asked to make a declaration about whether you have any previous criminal convictions or cautions, as set out according to The Rehabilitation of Offenders Act (1974). The presence of a conviction or caution will not necessary prevent you from working with us, and a decision will be made based upon the nature of the post and the circumstances and background of your offences.

As the posts involves access to vulnerable groups, successful applicants will be required to undergo further pre-employment checking including a criminal record check, and overseas police check if significant time has been spent abroad. The level of criminal record check required is stated on the advert. The check is carried out by the Disclosure & Barring Service (DBS) or the appropriate overseas body. Please visit <https://www.gov.uk/disclosure-barring-service-check> to find out more about criminal record checks.

## *Equal Opportunities*

We recognise the importance of equal opportunity in employment and have a policy in place to support this. Further information is available on the application form itself and contained within the **<Equal Opportunity Policy>**.

To assist us in monitoring the effectiveness of this policy, applicants are asked to provide certain information regarding age, ethnic origin, gender, sexual orientation, religion or belief, marital status and disability. These details are removed from the application prior to shortlisting and the panel will not be provided with this information, except where specific information is required to enable the School to meet its obligations (i.e. as a Disability Confident employer). Decisions are therefore based on evidence of skills, abilities, knowledge and experience provided on the application form.

## *Disability Confident*

Reading Borough Council is a Disability Confident Employer and, as such, candidates with a disability who demonstrate in their application they meet the minimum requirements of the person specification are guaranteed an interview. Should you require adjustments or additional assistance to attend an interview, please make this clear in your application form.

## *Redeployees*

The School is committed to finding work for staff who are displaced due to organisational change or ill health. It is therefore important that existing staff clearly indicate their 'at risk' status to ensure they are afforded appropriate consideration for alternative employment.

## *Right of Appeal*

If you feel you have been discriminated against for any of the reasons set out in the Equal Opportunities Policy, please let us have written details of your complaint within 10 working days. This should be addressed to: **<insert contact details>**.

## *Interview Expenses*

We will reimburse reasonable interview expenses. Normal expenses will be based on 2<sup>nd</sup> class rail fare or actual car mileage. Please request an Interview Expenses Form when you attend an interview.

## *Confidentiality & Data Protection*

As part of the recruitment process, the School collects and processes applicant personal data. Such information will be handled lawfully and in accordance with the organisation's data protection obligations.

If a job offer is to be made to you, the information collected will be used to confirm your identity and carry out the relevant pre-employment checks, and will form the basis of the Employment Record.

Please refer to the School's Data Privacy Notice available **<insert location>** for further information.

## *Application Guidance Notes*

**Please read all guidance notes carefully before completing the application form.**

The application form is the first step in the recruitment process and only information contained within the application form can be considered by the shortlisting panel - **we do not accept CVs.**

Please read the job description, person specification, advertisement and any other details provided carefully, and use this information to tailor your application to the post for which you are applying. The shortlisting panel will use the criteria from the person specification to select candidates for interview.

The 'Supporting Statement' is a vital part of the form and you should use this section to demonstrate how your skills, abilities, knowledge and experience meet the requirements for the post as set out in the person specification. It is important to provide sufficient detail and use examples to illustrate each point made, and these can be non-work based if appropriate.

### *What Happens Next?*

Following the closing date, a panel of at least two people will shortlist applicants, based upon the information provided on the application form. They will score each application against the criteria listed in the person specification and use these scores to select candidates for interview.

Personal details (including references, equal opportunities monitoring and conviction information) will be removed from the application before shortlisting takes place and this information will not be seen by the shortlisting panel, except where such information is required to enable to the School to meet its obligations (e.g. as a Disability Confident employer - please see the Guidance Notes contained within the application form itself for further details).

Shortlisted candidates will be contacted informing that they have been selected for interview. Further information will be provided regarding the interview format, location, panel members, and the documentation candidates will need to bring with them. If permission has been given, references will be sought from the referees indicated on the application form.

Unsuccessful candidates will be informed, however if you do not hear back from us within 2 weeks of the closing date, please assume you have not been successful on this occasion.

Following the interview, if selected as a preferred candidate, we will require all necessary documentation prior to an offer of employment being made. Depending on the post being recruited to, this includes two satisfactory references and copies of relevant ID.

### *Feedback*

If you would like feedback on your application, please contact **<insert contact details>**. Alternatively, if you would like to provide us with any feedback, please send this to the same address as above.