



Application Form Information

Please read the following notes carefully as, unless other selection techniques are used, the decision to shortlist will be based solely on the information you provide in the Application Form. This advice is designed to help you complete the form as thoroughly as possible. When completed, read through the form, checking for errors. **Do not leave gaps in your employment history.** Check the closing date and make sure your application is sent in as late applications will only be considered in exceptional circumstances. The form should be returned to recruitment@rodillianacademy.co.uk

The Rodillian Multi Academy Trust Child Protection and Safeguarding Statement:

We are committed to safeguarding and promoting the welfare of children and young people and we expect all staff, volunteers, visitors and contractors to share this commitment.

Please note, online checks will be carried out on all shortlisted candidates ahead of their interview, in accordance with Keeping Children Safe in Education (KCSIE) statutory guidance. All appointed candidates will be subject to an enhanced DBS and other required statutory employment checks including a social media check

Successful applicants will receive the Rodillian Multi Academy Trust Safeguarding and Child Protection Policy that outlines the duties and responsibilities of the employer and all employees.

How will you know what we are looking for?

The job advertisement describes the basic information about the role. The job description and person specification show the main duties, responsibilities and attributes of the post and how they will be identified in your application. Read them carefully and identify the key words and phrases.

Do you have what we are looking for?

From the information in the advertisement, job description and person specification work out if you have the skills, knowledge and experience we are seeking. Give examples of where you have used these in the past. Do not forget that skills can be transferable and skills and experiences gained outside work, for example, from unpaid or voluntary work, domestic responsibilities, or organising social or community activities can demonstrate the skills required.

Proof of Right to Work (Immigration Act)

The Immigration Act introduced new sanctions on illegal working, prevents illegal migrants accessing services and introduces new measures to enforce immigration laws. For further details, click [Right to work checks: an employer's guide - GOV.UK \(www.gov.uk\)](https://www.gov.uk/guidance/right-to-work-checks-an-employer-s-guide). The successful applicant will be required to provide original documents, proving their entitlement to work in the UK, before an offer of appointment is made. A list of suitable documents for this purpose will be provided.

Privacy Notice

The information detailed in this application form will be used in order to process your application and in line with the Rodillian Multi Academy Trust's Recruitment and Selection Policy and Procedure. The lawful basis for processing this information can be found here [RMA-Privacy-Notice-](#)



[Recruitment.pdf \(rodillianacademytrust.co.uk\)](#)

Recruitment Monitoring

The Rodillian Multi Academy Trust is committed to promoting equality and diversity. We will work positively to achieve this by challenging all forms of discrimination. The Trust values the rich social and cultural diversity of the local communities. We will endeavour to ensure that our workforce and our services reflect that diversity and community needs.

To assist us in monitoring and evaluating its effectiveness in relation to equal opportunities, and for no other reason, applicants are requested to complete and return the Recruitment Monitoring Form. The details supplied are held in confidence and are not used in any way in the recruitment and selection process.

No Smoking Policy

The Trust operates a 'No Smoking Policy' which means that every site is a non-smoking environment

Criminal Convictions

Shortlisted applicants will be required to provide details of any convictions, cautions, reprimands or final warnings as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013). The amendments to the Exceptions order 1975 (2013) provide that certain spent convictions and cautions are 'protected' and are not subject to disclosure to employers, these cannot be taken into account. The amendments to the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013 and 2020) provides that when applying for certain jobs and activities, certain convictions and cautions are considered 'protected'. This means that they do not need to be disclosed to employers, and if they are disclosed, employers cannot take them into account. Guidance and criteria on the filtering of these cautions and convictions can be found on the Ministry of Justice [DBS filtering guide - GOV.UK](#) A Flow-chart explaining the process for disclosure can also be found on our vacancies page.

Shortlisted candidates will be asked to provide details of all unspent convictions and those that would not be filtered prior to the date of the interview by completing a Self-Disclosure Form available on the Vacancies section of the Academy website and to returning this to recruitment@rodillianacademy.co.uk prior to interview/assessment. They may be asked for further information about their criminal history during the recruitment process.

The Rodillian Multi Academy Trust complies fully with the DBS Code of Practice published under section 122 of the Police Act 1997 a copy of which can be accessed here [DBS code of practice - GOV.UK](#). The Trust Policy on the Recruitment of Ex Offenders is available on our website.

Self-Disclosure Form

In accordance with the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013) **shortlisted candidates** are required to complete a self-disclosure form and return it to recruitment@rodillianacademy.co.uk at least one day before the interview. **You do not need to complete this until you have been notified that you have been selected to attend an interview, and the relevant form will be emailed along with the interview details (you can also download a copy**



from the Trust website). Candidates may be asked for further information during the recruitment process.

Guidance notes for completing the Application Form

1. Information

Information you provide in the Application Form will be treated as confidential.

2. Completion of the Form

The Application Form should be filled in completely and clearly (CV's are not accepted), in black ink or typed. If you have a disability that prevents you from completing the Form, you may have someone complete it on your behalf. Braille or taped applications are welcome. If you need to attach additional sheets to support your application, please state this clearly on the Form.

3. Canvassing

Direct or indirect canvassing of The Rodillian Multi Academy Trust Board Members, Governors or staff, or on behalf of yourself is strictly forbidden and will invalidate your application.

4. Pre Employment Medical Questionnaire

All appointments are subject to the successful completion of a medical screening process. A health problem does not preclude a person from full consideration for the job. Information relating to the health of an individual is sensitive personal data and is subject to strict controls under the Data Protection Act, 2018.

5. References

We need two references, one of which from your present or most recent employer, from an educational setting where applicable. If you have previously worked in an education setting previously but this is no longer your present or most recent employer, we will also require a reference from this establishment. **All education setting references must be completed by the Principal.** If you have never been employed or have been out of paid work for a long time, you should give the name of a responsible person who knows you well but is not a relative. Referees will be sent a copy of the job description and person specification.

6. Education and Training

The 'Qualifications' section gives you an opportunity to list any examinations or certificates you have gained or are currently taking. For some jobs, qualifications are essential, but not all jobs require formal qualifications; the advertisement, job description and person specification will confirm whether this is the case. Original certificates will be checked upon appointment.

7. Employment History

Please provide full details of your current (or last) employment and highlight any achievements in this post. Where the information relates to your previous employment, please provide your reasons for leaving. Please provide a continuous record of all experience, paid, or unpaid, including, for example, voluntary work, positions of responsibility or any other experience you consider relevant. If not full-time indicate the hours worked per week. **Please explain any break in your work history.**



8. Skills, Knowledge & Experience

This is where you match your skills, knowledge, experience and personal qualities to the job description, person specification and advert.

Ask yourself why you are interested in the position, for example would it be promotion or alternatively a good career move sideways to broaden your experience? Do not simply repeat your career history. Pick out skills, knowledge and experience required by the job description and person specification and provide evidence that you possess them.

9. Job Sharing

The Rodillian Multi Academy Trust will consider job sharing where appropriate for the post.

Applications from single job share applicants will be accepted and treated in the same way as full-time applicants.

10. Submitting your Application

Unless otherwise stated, please return your completed application to the HR Team at recruitment@rodillianacademy.co.uk