

Guidance Notes for Staff Applications

Please read this information before you complete the application form.

Making an Application

Thank you for expressing interest in this vacancy. Within the information pack you will find an application form, job description and person specification (support staff only). Additional information on the Academy can be found on our website, www.deferrers.com

- You must complete the **application form** to apply for this vacancy.
- Each vacancy is based upon a **job description** and **person specification (support staff only)**. **Remember you will be selected for interview based entirely on the information you provide in your application form**, so read the job description and person specification very carefully so that you know what the job involves, and match your skills, abilities and knowledge to it.
- Complete all parts of the application form (including the Recruitment Monitoring Form) and ensure that the information you supply is clear and precise. Always ensure that any additional sheets are securely attached to your application form.
- Please make sure you return your application form by the closing date/time.

No applications can be accepted once shortlisting for the vacancy has begun.

- After the closing date, shortlisting will start. If we haven't contacted you within 7 days of the closing date, you can assume that this time your application has been unsuccessful.
- Please keep free any interview date given, as it is not normally possible to re-arrange an interview.

Equal Opportunities

A copy of this policy can be found on the de Ferrers website.

Confirmation of Post

During the recruitment and selection process we will ask for a variety of information from you. For example, we will ask about your qualifications, your employment history and you will be asked to complete a medical questionnaire. You will be confirmed in post once we have checked and are satisfied with this information and following a probationary period of six months.

Employment Terms and Conditions

If we offer you a job you will be given a statement of your terms and conditions of employment, which will become part of the contractual provisions of your employment.

Annual Leave for Whole-Year Staff (Support staff only)

The majority of posts are subject to NJC terms and conditions of employment. Under these terms you will be entitled to a minimum of 24 days annual leave (excluding bank holidays). The amount of annual leave increases over time and is based on the level of your post and is pro-rata for part time employees. Our annual leave year runs from 1st April to 31st March. In calculating your actual

annual leave entitlement we take account of the length of continuous service you have as well as your basic salary.

New entrants to the Academy are entitled to annual leave proportionate to the completed months of service during the leave year of entry. Please note that annual leave cannot be taken during term-time.

Public/Extra Statutory and Local Leave for Whole-Year Staff

As well as annual leave, we are closed on the following days, and paid leave is granted to staff:

- Good Friday and Bank Holiday Monday
- May Day (first Monday in May)
- Late Spring Bank Holiday (Monday and Tuesday)
- August Bank Holiday (Monday and Tuesday)
- Christmas and Boxing Day
- New Year's Day

Term-time only staff

Term time only staff are not required to be on duty for most of the school holidays, their normal periods of attendance are:

- Midday Supervisory staff – 38 weeks when the Academy students are in attendance.
- Other term time only staff – 39.2 weeks: 38 weeks when the Academy students are in attendance, 5 INSET days and the first day of the summer holidays.

The de Ferrers Academy has a formula for the payment of term time staff which is based on the number of weeks actually worked plus a proportional allowance for annual leave and public holidays.

Working Hours

The standard working week for full-time staff is 37 hours.

Pension

Teaching and support staff at the Academy are eligible to join the Local Government Pension Scheme. Membership is automatic for employees, but is not compulsory. Please see www.staffspf.org.uk for details.

Data Protection Act

The Data Protection Act 1998 places responsibilities on us to process personal data that we hold in a fair and proper way. The Act came into force on 1st March 2000 and regulates the use of personal data, including any data you supply on this application form.

The information you give us will be kept confidential and will only be used for the purpose of personnel management.

We may contact other organisations (such as the Disclosure & Barring Service, previous employer(s), education establishments, etc) to check the factual information you have given on the application form. The information will be stored securely, both manually and electronically and destroyed after twelve months (maximum) if your application is unsuccessful.

If we offer you a job we will use some of the information you give us on the application form in your contract of employment.

The information you give on the recruitment monitoring form will only be used to monitor the application of our equal opportunities policy and the effectiveness of our recruitment and advertising strategies.

The Asylum and Immigration Act 2006

The Academy will only accept applications from those currently eligible to work in the United Kingdom. For eligibility criteria, please consult the Government website <https://www.gov.uk/legal-right-work-uk>

If we offer you a position, you will have to provide us with your National Insurance Number and one of the specified documents listed below:

- A document issued by a previous employer, the Inland Revenue, the Benefits Agency, the Contributions Agency or the Employment Service (or the Northern Ireland equivalents), which states the National Insurance number of the person named.
- A passport describing the person as a British Citizen or having the right of abode in – or an entitlement to re-admission to the United Kingdom (UK).
- A passport containing a Certificate of Entitlement issued by or on behalf of the Government of the UK certifying that the holder has the right of abode in the UK.
- A certificate of registration or naturalization as a British Citizen.
- A Birth Certificate issued in the UK, the Republic of Ireland, the Channel Islands or the Isle of Man.
- A passport or national identity card issued by the State which is part to the European Economic Area Agreement (EU) and which described the holder as a national of that State.
- A passport or other travel document endorsed to show that the person named is exempt from immigration control, has indefinite leave to enter, or remain in the UK or has no time limit on his or her stay or a letter issued by the Home Office confirming that the person named has such status.
- A passport or other travel document endorsed to show that the person named has current leave to enter or remain in the UK and is not precluded from taking the employment in question, or letter issued by the Home Office confirming that is the case.
- A UK residence permit issued to a national of a state that is party to the EU.
- A passport or other travel document endorsed to show that the holder has a current right of residence in the UK as the family member of named national of a State which is a party to the EU and who is resident in the UK.
- A letter is issued by the immigration and Nationality Directorate of the Home Office indicating that the person named in the letter is a British Citizen or has permission to take employment.
- A passport describing the holder as a British Dependent Territories Citizen and which indicates that the status derives from a connection with Gibraltar.

Any document you provide must be an original and must be brought with you to interview.