Guidance Notes for Applicants

Please read this information before you complete the application form.
Any part of our recruitment pack is available in alternative formats on request.

Making an Application

Thank you for expressing interest in this vacancy. In this information pack you will find an application form, job description/advertisement, guidance notes, Pre-Employment Health Questionnaire and recruitment monitoring form.

- You must complete the application form to apply for this vacancy.
- There is opportunity within the application to provide evidence of your experiences, skills and qualifications as related to the person specification. You may provide further details on additional sheets if required.
- Please ensure all gaps in employment and education history are fully explained on your application form. We may wish to verify this information during the recruitment process.
- Please complete the Equal Opportunities monitoring form. We are keen to ensure that our jobs are accessible to all members of the community and use this data to monitor our progress in doing this
- Please ensure that you provide us with referees who are contactable and available. If possible please provide e-mail addresses for your referees
- Make sure you return your application form by the closing date.
- No applications will be accepted once the closing date has passed.
- After the closing date, short listing will start. If we haven't contacted you within 28 days of the closing date you can assume that this time you have not been successful.
- Please keep free any interview date if given; it is not normally possible to re-arrange this date.
- We welcome applications from all sections of the community and will be pleased to help meet any requirements arising as part of the recruitment process.
- You will be asked to sign a copy of your electronically submitted application form at interview.

References

As this post forms part of the Children's Workforce, references will be taken up before interview.

To help us get a quick response, please ensure that you provide us with referees who are contactable and available. If possible please provide e-mail addresses for your referees and advise them that they will be asked to provide a reference for you if you

are shortlisted for the post. When providing details please ensure that one relates, if applicable, to your present job, or most recent employer and where possible, you must provide one referee who can comment on your previous work with children. If you have recently left full-time education, please ensure you include a Head Teacher/ College/ University Principal (or their representative) as one of your references.

Please state in what capacity the two referees are acting, e.g. current employer.
Please note that references from relatives or friends are not acceptable.

Equal Opportunities

We recognise the importance of promoting equality of opportunity across all service provision as well as in the employment of our staff. We aim to promote equality of opportunity for all with the right mix of talent, skills and potential and we welcome applications from a diverse range of candidates.

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 1 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.

As part of the recruitment process, we may contact other organisations (such as the Disclosure and Barring Service, Job Centre Plus, previous employer(s), education establishments, etc.) to check the factual information you have given on the application form. This information will be only be used in accordance with the Data Protection Act.

If we offer you the position 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.

Relationship to Members or Employees/Canvassing

You must tell us in writing if, to your knowledge, you are related to a member of staff, Governor of the school or anyone elected to or employed by Staffordshire County Council. There is an opportunity to do this on your application form.

We will not appoint you if you canvass any of the above directly or indirectly – this means asking for help to get a job using their position in the council/ school.

Proof of Qualification

You will have to provide proof of relevant qualifications during the selection process.

Right to Work in the UK

We must take copies of evidence that you are able to legally work within the UK; the following list details the acceptable documents/ combinations of documents which we must see and copy. Only the successful candidate's right to work in the UK evidence copies will be retained on file. All unsuccessful candidate copies will be confidentially destroyed following the recruitment process, in accordance with the

Data Protection Act.

1	A **passport** showing the holder, or a person named in the passport as the child of the holder, is a **British citizen or a citizen of the UK and Colonies having the right of abode in the UK.**
2	A **passport** or **national identity card** showing the holder, or a person named in the passport as the child of the holder, **is a national of a European Economic Area country or Switzerland.**
3	A **Registration Certificate** or **Document Certifying Permanent Residence** issued by the Home Office to a **national of a European Economic Area country or Switzerland.**
4	A **Permanent Residence Card** issued by the Home Office, to the **family member of a national of a European Economic Area country or Switzerland.**
5	A **current Biometric Immigration Document (Biometric Residence Permit)** issued by the Home Office to the holder indicating that the person named is allowed to stay indefinitely in the UK, or has no time limit on their stay in the UK.
6	A **current passport endorsed to show that the holder is exempt from immigration control, is allowed to stay indefinitely in the UK, has the right of abode in the UK, or has no time limit on their stay in the UK.**
7	A **current Immigration Status Document** issued by the Home Office to the holder with an endorsement indicating that the named person is allowed to stay indefinitely in the UK or has no time limit on their stay in the UK, ***together with*** an **official document** giving the person's **permanent National Insurance number** and their **name, issued by a Government agency or a previous employer.**
8	A **full birth or adoption certificate issued in the UK** which includes the name(s) of at least one of the holder's parents or adoptive parents, ***together with*** an **official document** giving the person's **permanent National Insurance number** and their **name, issued by a Government agency or a previous employer.**
9	A **birth or adoption certificate issued in the Channel Islands, the Isle of Man or Ireland**, ***together with*** an **official document** giving the person's **permanent National Insurance** number and their **name, issued by a Government agency or a previous employer.**
10	A **certificate of registration** or **naturalisation as a British citizen**, ***together with*** an **official document** giving the person's **permanent National Insurance number** and their **name, issued by a Government agency or a previous employer.**
11	A **current passport endorsed to show that the holder is allowed to stay in the UK and is currently allowed to do the type of work in question.**
12	A **current Biometric Immigration Document (Biometric Residence Permit)** issued by the Home Office to the holder which indicates that the **named person can currently stay in the UK and is allowed to do the work in question.**
13	A **current Residence Card (including an Accession Residence Card or a Derivative Residence Card)** issued by the Home Office to a non-European Economic Area national who is a family member of a national of a European Economic Area country or Switzerland or who has a derivative right of

	residence.
14	A **current Immigration Status Document containing a photograph** issued by the Home Office to the holder **with a valid endorsement indicating that the named person may stay in the UK, and is allowed to do the type of work in question**, ***together with*** an **official document** giving the person's **permanent National Insurance number** and their **name, issued by a Government agency or a previous employer**.
15	A **Certificate of Application issued by the Home Office under regulation 17(3) or 18A (2) of the Immigration (European Economic Area) Regulations 2006**, to a family member of a national of a European Economic Area country or Switzerland stating that the holder is permitted to take employment **which is less than 6 months old.** (For the successful candidate the County Council will also request a **Positive Verification Notice** from the Home Office Employer Checking Service.)
16	An **Application Registration Card** issued by the Home Office stating that the holder is permitted to take the employment in question. (For the successful candidate the County Council will also request a **Positive Verification Notice** from the Home Office Employer Checking Service.)

Any document/s you provide must be an original and must be provided when requested during the recruitment process.

The Rehabilitation of Offenders Act 1974

The Rehabilitation of Offenders Act was introduced to make sure that you are not discriminated against when applying for jobs, if you have been convicted of a criminal offence and you have not re-offended for a period of time since the date of your conviction.

The Act allows certain types of convictions to be treated as "spent" after a certain (variable) period of time. You are no longer legally required to disclose to us convictions that have become "spent", unless the post you are applying for is exempted. In the case of more serious crimes, such as where the sentence is more than 5 years imprisonment, the conviction can never become "spent" and must always be taken into account.

Exceptions Orders exist to protect vulnerable client groups such as children, young people, and the elderly, sick or disabled. In such cases, we are legally entitled to ask you for details of all convictions, even if they are "spent" or "unspent" under the Rehabilitation of Offenders Act. All details of convictions will be disclosed by the Disclosure and Barring Service for the preferred candidate.

Cautions, reprimands and final warnings are not criminal convictions and are not covered by the Rehabilitation of Offenders Act. They become "spent" immediately and we may only consider them when appointing to exempted posts.

All applicants who are offered employment to a post are subject to a criminal record check from the Disclosure and Barring Service (DBS check) before the appointment is confirmed will have to provide details of cautions, reprimands or final warnings, as well as convictions.

Having an "unspent" conviction will not necessarily bar you from employment. This will depend on the circumstances and background to your offence(s).

For all other criminal convictions you will only need to disclose any convictions that are not 'spent'. A conviction is regarded as spent if you have served a 'rehabilitation

period'. These periods vary according to the sentence received as follows:

	Rehabilitation Periods (spent after)	
Sentence	**Age 18 or over when convicted**	**Under 18 when convicted**
Prison and Young Offender Institution - sentence of 6 months or less	7 years	3 years
Prison and Young Offender Institution - sentence of more than 6 months - 2 years	10 years	5 years
Fines, compensation order, probation (for people convicted on or after 3 Feb 1995), community service, combination order, action plan, curfew order, drug treatment, reparation order	5 years	2 years
Borstal (abolished 1983)	7 years	7 years
Detention centres (abolished 1988)	3 years	3 years
Absolute discharge	6 months	6 months

Sentences for which the rehabilitation period varies:

Probation order (for people convicted prior to 3 Feb 1995), conditional discharge, bind over, supervision order, care order	**Until the order expires (minimum period of 1year)**
Attendance centre orders	**Length of the order plus 1 year**
Hospital order	**2 years after the order expires (with a Minimum of 5 years from the date of conviction)**
Suspended sentences are treated the same as for the full sentence	
Consecutive and Concurrent sentences An offender may be sentenced at one time for several offences. If the court decides that imprisonment is the right penalty for more than one offence, it can order this to run concurrently or consecutively. If a person is sentenced to two terms of imprisonment of six months each, to run concurrently, the person will be subject to a rehabilitation period of 7 years. If they were ordered to run consecutively, they would be subject to a rehabilitation period of ten years.	
Extension of Rehabilitation periods Rehabilitation periods may be extended if a person receives further convictions while an original rehabilitation period is still running. If the second conviction is for a summary offence, i.e. an offence that can be tried only in a magistrates' court, then the first rehabilitation period is not affected and both rehabilitation periods will run their separate course. If however, the second conviction is more serious and could be tried in crown court, then neither conviction will become spent until the longer rehabilitation period has expired. Where the original sentence resulted in a disqualification, prohibition or other penalty, the rehabilitation period will not be affected if the person is convicted of a further offence.	

Safer Recruitment Checks

We are required to ensure that the confidentiality and safety of our service users is protected and we therefore undertake the most stringent vetting of all our staff. This includes, Disclosure and Barring Service check (DBS), referencing, scrutiny of previous employment history and checks against our client and employee records along with the Childcare Disqualification Declaration. For teachers, a Teachers Prohibition Check will also be completed. A trace against these does not mean that applicants are unsuitable for employment. It does, however, allow us to explore and address any potential conflicts of interest and also assesses suitability for employment. Signing your application form indicates your consent for such checks to be undertaken.