



# **The Diocese of Gloucester Academies trust**

## **Recruitment and Selection Policy**

Status and review cycle;  
Responsible group:  
Implementation date:  
Next Review Date:

Non-statutory and every 2 years  
The Trust  
January 2014  
January 2020

## **Recruitment Policy**

### **1. Policy Statement**

- 1.1 The Trust is an organisation with a Christian foundation. The ethos, values and relationships of the Trust, and its associated academies, are central to witnessing to the value of the foundation. The Trust recognises that its employees are its single most important resource and are fundamental to the success of each academy. Our aim is to adopt a thorough, rigorous and professional approach to the recruitment processes in order to help each academy attract and appoint staff of the highest calibre and with the necessary skills and attributes to fulfil the aims of the Trust and maximise student achievement, so that all young people can enjoy life in all its fullness.
- 1.2 The Trust is committed to ensuring that the recruitment and selection process for staff is conducted in a manner that is systematic, efficient and effective and promotes recruitment of the highest quality staff and equality of opportunity.
- 1.3 This policy has been designed to provide a flexible framework which promotes good practice and supports fully the Objects of the Trust.
- 1.4 For these reasons, while still ensuring that the Trust complies with relevant legislation, any significant variations in practice must be discussed with the Trust before the recruitment process begins to minimise risk to the Trust.

### **2. Scope**

- 2.1 This policy applies to the recruitment and selection of all staff to the Trust.
- 2.2 All Trustees, the Local Governing Body and employees involved at any stage of the recruitment and selection of staff should be aware of and adhere to the contents of this policy. In addition, any external consultants, recruitment agencies or external experts who assist in the recruitment process must act in accordance with this policy. The appointing Principal (or Chair of Governors in the event of the appointment of the Principal) is responsible for providing such external parties with this policy prior to their involvement in the recruitment process.
- 2.3 Throughout the recruitment and selection process, everyone involved must be mindful of the Academy's Equal Opportunities policy and Data Protection Policy.

### **3. Aims**

- 3.1 The aims of the policy are:
  - To ensure that recruitment processes are robust, fit for purpose and can stand up to scrutiny;
  - To safeguard children and young people in each academy;
  - To support the appointment of the best candidate for each position in order to undertake a specific role and make a contribution to the life of the academy;

- To ensure compliance with relevant legislation including, but not limited to the following:
  - Children Act 1989
  - Children Act 2004
  - Safeguarding Vulnerable groups Act 2006
  - The Education (School Teachers' Appraisal) (England) Regulations 2012 (as amended)
  - Sexual Offences Act 2003
  - The School Staffing (England) Regulations 2009
  - Rehabilitation of Offenders Act 1974
  - Education and Skills Act 2008
  - Data Protection Act 2018
  - Education Act 2002
  - Equality Act 2010
- To meet the Trusts and individual academies operational requirements and strategic aims.

This policy has due regard to guidance including, but not limited to, the following:

- DfE (2018) 'Keeping children safe in education'
- DfE (2017) 'Staffing and employment advice for schools'

3.2 DGAT Academies should at all times use the recruitment and selection process to:

- promote the Trust's Christian values;
- attract and retain a high calibre of staff;
- ensure the highest quality of teaching and support for all students;
- be competitive with other organisations especially in the areas and categories where recruitment is particularly difficult; and
- promote the most favourable image of the Academy.

#### **4. Personnel involved in the recruitment of staff**

- 4.1 The Trust is the employer for all staff in DGAT academies. Therefore before any appointments are considered by individual academies, the Trust must be informed and consulted.
- 4.2 Consideration of the make up of the panel will take into account the nature and seniority of the position being filled. For the appointment of all Principals, the Academy Trust and the Local Governing Body will be involved in the recruitment and selection process. For all other senior posts within an individual academy the Local Governing Body and Principal will be involved in the recruitment and selection process. For all other appointments the Local Governing Body may delegate the process to the Principal.
- 4.3 The Chair of the selection panel for any appointment will ensure that the process is transparent and equitable. He/she will also be responsible for managing the interview; conveying verbal offers to preferred candidate; gathering the evidence as a record of all stages of the recruitment process, including the reasons for selecting/rejecting each candidate

#### **5. The Christian Foundation of DGAT Academies and the Recruitment Process**

Responsible Dept: Trust  
 Implementation Date: January 2014  
 Policy Review Date: January 2020

- 5.1 If a DGAT academy has a religious designation, it is important that the academy is able to maintain and development the Christian distinctiveness. In interviewing for a Principal, regard must be given to candidate's ability and fitness to preserve and develop the religious foundation of the academy.
- 5.2 If a school has converted to an academy as a former Voluntary Aided school, the local governing body will have extra rights with respect to employing, appointing or dismissing members of the school workforce. In appointing, paying or promoting members of the school workforce, the governing body may give preference to persons:
- i. whose religious opinions are in accordance with the tenets of the Church of England;
  - ii. who attend religious worship in accordance with those tenets; or
  - iii. who give, or are willing to give, religious education in accordance with those tenets.
- 5.3 Local Governing Bodies of schools with a religious character will need to be aware that whilst they are permitted to apply religious criteria in connection with the employment of the school workforce, there must be a genuine occupational requirement (GOR) for that person to be of the particular faith to carry out that job.
- 5.4 The Equalities Act 2010 prevents employers from discriminating on the basis of religion or belief unless there is a GOR for a person to be of a particular faith in order to carry out that particular job.
- 5.5 In practice this means that governing bodies may choose to have a "practising Christian" or similar as one of their selection criteria. For further information about the application of faith based criteria, the Local Governing Body should consult the Trust.

## **6. Requirement of staff involved in the recruitment process**

- 6.1 Everyone involved in the recruitment process, and in particular Chairs of selection panels, should ensure that they are aware of their responsibilities under the relevant employment legislation. **At least one person on the selection panel must have undertaken and passed the relevant safeguarding training for safer recruitment.**
- 6.2 If anyone involved in the recruitment process has a close personal or familial relationship with an applicant they must declare this as soon as they are aware of the individuals' application. It would normally be necessary for the member of staff to avoid any involvement in the recruitment and selection process.
- 6.3 Documentation relating to applicants will be treated with the utmost confidentiality and in accordance to the requirements of the Data Protection Act. Candidates have the right to feedback and, if they wish, to access any documentation held on them in accordance with the DPA.

## **7. Review of vacancies**

- 7.1 The recruitment and selection process should not commence until a full evaluation of the need for the role against the academy improvement plan and budget has been completed. The Principal is responsible for undertaking this review who will communicate the findings to the Chair of Governors. In turn, the Chair will liaise with the Trust before moving ahead and appointing staff.

- 7.2 The recruitment of staff will take into account the wider Trust's need and not just those of an individual institution.
- 7.3 Where an increase in student numbers generates the need for additional staff, it is the Principal's responsibility to assess the level and nature of that need. The Principal should report the conclusions of that assessment to the Local Governing Body and seek approval for any increase in the number of posts. It is anticipated that this would normally form part of the annual budget process. Any posts which are unbudgeted, must be approved by the Trust before recruitment commences.
- 7.4 Consideration must be given to whether vacancies can be filled by a part time appointment or a job share. The requirements of continuity for the learning experience of students are of primary importance.

## **8. Job description and person specification**

- 8.1 The job description should outline the full duties and responsibilities of the job, whilst the person specification should outline the characteristics and attributes which are both essential and desirable from potential applicants.
- 8.2 When determining the person specification, the DGAT academies should avoid setting standards of qualifications, experience or personal qualities which may unfairly discriminate against applicants on grounds of age, race, gender or sexuality or disability.
- 8.3 The person specification should be used to evidence the skills, expertise and attributes in the short-listing, interviewing and appointment process.
- 8.4 All appointments will be subject to a Disclosure from the Disclosure and Barring Service (DBS) at the appropriate level.

## **9. Application Form**

- 9.1 The academy should use a standard application form for the appointment of staff (see exemplar in appendix I).
- 9.2 The use of an application form as a standard recruitment tool is intended to contribute to ensuring that the recruitment process is non-discriminatory and transparent.

### **9.3 Job Information Pack**

A job information pack should be produced for all vacancies prior to advertising the vacancy. The pack should include:

- i Application form
- ii Equal Opportunities Monitoring form
- iii Job description
- iv Person specification
- v Background information on the Academy
- vi Contextual information, where appropriate (e.g. staffing structure)

## **10. Sourcing Candidates**

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- 10.1 As a minimum all vacancies will normally be advertised across the Trust. This will help maximise equality of opportunity and provide staff with opportunities for career development, thus maintaining the skills and expertise of existing staff. In extenuating circumstances the Principal, may waive the need to advertise. This is likely to include the following circumstances:
- i. Where positions may provide suitable alternative employment for existing staff whose post has been identified for redundancy, including the termination of fixed term contracts or following a restructuring exercise.
  - ii. Positions requiring specialised expertise where the Principal can demonstrate that a comprehensive search has been conducted and the nominated individual are the most suitable person for the position.
- 10.2 However, in the circumstances outlined above, if the successful candidate is likely to require a work permit the post must be advertised in line with the Work Permits (UK) Regulations.
- 10.3 Where it is deemed appropriate to go to external advert, all DGAT academies will advertise using the most appropriate and cost effective medium to maximise the number of suitably qualified candidates. This may include local, national publications and web sites and should adhere to the Trust's branding and visual identity. Internal advertisements should appear for a minimum of **7 days** and external advertisements should appear for a minimum of **14 days**. Where posts are advertised externally, details must be passed to the central office so the post(s) can be advertised on the DGAT website.
- 10.4 Applicants will be treated with respect and provided with sufficient information to make informed decisions regarding their suitability for the role.
- 10.5 All advertisements **must** include a short statement on safeguarding and equal opportunities. An individual academy may use an agency or external consultancy to assist in recruiting staff where the vacancy is hard to fill only after consultation with the Trust.

## **11. Selection Process**

- 11.1 The selection process for all DGAT academies should be:
- i. Transparent
  - ii. Timely and cost effective
  - iii. Equitable
  - iv. Free from conflict of interest
- 11.2 All recruitment in DGAT academies must be based on agreed job descriptions and person specifications. Recruitment and selection must be conducted as an evidence-based process and candidates should be assessed against agreed selection criteria, based on relevant knowledge, skills, competencies, experience and qualifications to perform the role as outlined in the person specification. All written evidence and the final decisions must be recorded and kept securely for a minimum of sixth months.
- 11.3 The academy will determine the size and composition of the selection panel, taking into account the nature and seniority of the position being filled. Shortlisting must be

undertaken by at least three individuals who are involved in the interviewing process. Panel members must be present at shortlisting and all elements of the interview process as they must be party to all the evidence against the selection criteria. Interviews should normally be conducted by the Principal and at least two other person and all interviews for one post must be conducted by the same panel. The Trust will be involved in the selection process of any Principals.

- 11.4 Any skills tests (e.g. presentations, in-tray exercises) must be directly related to the role and measured against objective criteria, and presentations for one post must be assessed by the same persons. Candidates must be notified of the details of any skills test when they are invited for interview and the selection process for teaching posts must include a presentation or demonstration of teaching skills.
- 11.5 Where required, all DGAT academies will make every effort to make reasonable adjustments for candidates with disabilities.
- 11.6 Interview questions must relate to the job requirements as exemplified in the person specification and the candidate's suitability for the position. The person specification should be used as the basis for determining the interview questions. All candidates must be asked the same initial questions – the exception being question relating to information on the application form and contained within references see appendix 2 for question that should not be asked at interview)
- 11.7 Interview questions must appear on an interview assessment form on which answers to questions are recorded.
- 11.8 References **must** be taken between shortlisting and interview. No reference may be sought without the prior agreement of the candidate. This permission is requested on the application form. References must be actively scrutinised before interview in order to identify any areas of concern that may need to be explored with the candidate. Any reference should include whether the referee knows of any reason why the candidate would not be suitable to work with children.
- 11.9 A sample reference request letter can be found in appendix 3.
- 11.10 The choice of appointee will be determined by only the members of the selection panel.

## 12. **Confidential References**

- 12.1 Where possible, referees should have had some management responsibility for the applicant. However, where appropriate, a tutor's or client's reference would be acceptable. A personal reference, although sometimes helpful, should not be relied upon in making an assessment of the candidate's professional or work capabilities.
- 12.2 Referees should be asked to state their relationship to the applicant.
- 12.3 Referees should also be asked to confirm the candidate's record of attendance and punctuality. The academy should follow up any concerns with the referee to ensure clarity of information.

- 12.4 Similarly, where a reference is ambiguous on a material point, the academy may make further enquiries of the referee.
- 12.5 Referees should be asked to respond to predetermined questions or tailor their reference to the selection criteria for the post. Care must be taken to ensure that any questions asked are fair and based on the job role. The job description and person specification should be included with all reference requests.
- 12.6 The disclosure requirement is clearly stated in the contract of employment but should be explicitly stated during the selection process. This gives the candidate the opportunity to raise any known issues themselves during the interview.

### **13. Appointing Staff**

- 13.1 It is important to ensure that personal data used during, and retained after the interview process, is justifiable against any challenge of it being relevant and necessary. DGAT academies may be asked to prove that the non-selection of a candidate was on the basis of something other than a discriminatory attitude held by the interviewer. Applicants will have subject access rights regarding interview notes taken. It is for this reason that all interview notes must be legible and understandable. DGAT interview notes will be kept for a period of 6 months after the date of interview.
- 13.2 Offers of employment are dependent upon medical assessment, proof of qualifications and DBS check. This must be clearly stated in any correspondence.
- 13.3 All appointments must be ratified by the Local Governing Body on behalf of the Trust.
- 13.4 A letter confirming any appointment must be sent to the successful candidate.

### **14. Disclosure and Barring Service (DBS) Checks**

- 14.1 The Diocese of Gloucester Academies Trust aim to promote equality of opportunity for all with the right mix of talent, skills and potential. Criminal records will be taken into account for recruitment purposes only when the conviction is relevant. Having an 'unspent' conviction will not necessarily bar you from employment. This will depend on the circumstances and background to your offence(s). In respect of exempted questions under the Rehabilitation of Offenders Act 1974, all applicants who are offered employment in posts involving access to children, vulnerable adults or positions within the legal and financial field, will be subject to a criminal record check from the Disclosure and Barring Service (DBS) before the appointment is confirmed. This will include details of cautions, reprimands or final warnings, as well as convictions. This means that **applicants are required to declare any convictions, cautions or reprimands which they may have, even if they would otherwise be regarded as 'spent' under this Act, and any prosecutions pending against them.** Failure to disclose this information may result in disciplinary action or dismissal by the Trust and may lead to criminal proceedings.
- 14.2 Such declarations will be made on the relevant self-declaration form, which will be part of the Application Form, and will be submitted, in a sealed envelope, marked private and confidential, to the Chair of the selection panel or nominated Person, prior to interview. This information must only be disclosed to those that are authorised to see it in the course of their duties.



- 14.3 The Academy must retain a record that disclosure has been requested and received for every employee. This record should include for each employee:
- i. Date of Disclosure
  - ii. Name of the person to whom Disclosure applies
  - iii. Type of Disclosure
  - iv. The position in question
  - v. The unique identification number of the Disclosure
  - vi. The recruitment decision taken
- 14.4 Information received via a 'disclosure of criminal convictions (spent and unspent)' or a 'DBS disclosure application form' must be treated as strictly confidential and only considered in relation to the post being applied for.
- 14.5 Once a recruitment (or other relevant) decision has been made, disclosure information should not be kept for any longer than is absolutely necessary. For those applicants who are not appointed this should generally be for a period of up to six months, to allow for the consideration and resolution of any disputes or complaints. Once the retention period has elapsed, the academy must ensure that any disclosure information is destroyed by secure means, e.g. by shredding.
- 14.6 The disclosure of a current or spent conviction, caution, reprimand or warning does not necessarily mean that the offer of employment cannot be confirmed. The main consideration should be whether the nature or timing of the offence makes the candidate unsuitable for work in an academy.

## **15. Qualifications**

- 15.1 All appointments are conditional upon documentary proof of the applicant's Qualifications, ID and address (if applicable). This condition is clearly stated in the contract of employment but should be explicitly stated during the selection process.
- 15.2 The academy should ask for sight of original documentation from all successful candidates.

## **16. Storage of Information**

- 16.1 Appropriate and secure arrangements for storing disclosure documents during the recruitment process must be made. This information must be stored separately from personnel files and only those governors and senior members of staff directly involved in the recruitment process should have access to the documents.

## **17. Pay Decisions**

- 17.1 The pay decision will be made in line with the published pay policy, the experience and qualifications of the successful candidate and the previously approved salary band agreed, as advertised.

## **18. Monitoring and Review of Policy**

This policy will be reviewed every 2 years or earlier as a result in changes in legislation.

## **19. Related Policies**

Data Protection Policy

Equal Opportunities Policy

Pay Policy

Safeguarding Policy

Responsible Dept: Trust  
Implementation Date: January 2014  
Policy Review Date: January 2020

## Appendix I

### Application Form for Employment (teaching and support staff)

Thank you for your interest.

Please complete all sections on this form. If any sections do not apply to you, please enter 'not applicable'. The information provided on the form will be considered by the short-listing panel who will decide whether you proceed to the next stage of the selection process.

This form is also available in large print, Braille or on audiotape on request.

**Application for the post of**

**Position Ref No**

**Name of School / Establishment**

#### **Employment History**

**(Please give details of your current or most recent employment)**

<b>Post Title</b>	<b>From</b>	<b>To</b>
<b>Employer Name/ School / Establishment</b>	<b>Salary / Grade</b>	
<b>Full time / Part time</b>	<b>Period of notice</b>	
<b>Reason for leaving</b>		
<b>Description of key duties and responsibilities</b>		

**Previous Employment** (Please give details of all previous positions you have held since leaving school, starting with the most recent first).

				Teachers Only Section			
From	To	Employer/ Schools/ Establishment	Position Title	Type of school (primary, secondary, special)	FT/PT or Supply	Age range taught	Reason for leaving

<b>Please give details of any gaps in your employment history</b>

### Relevant skills and experience

Please use the space below to explain why you are applying for the position and how your experience (whether paid or unpaid), personal qualities and skills help to make you a suitable candidate.

**It is essential that you provide us with details that demonstrate how you meet the criteria for knowledge and experience, technical skills and personal/behavioural attributes on the person specification. You must demonstrate you meet all the essential criteria on the person specification as a minimum.** This will help us decide whether to invite you to the next stage of the selection process. Please ensure you restrict your response to a maximum of two pages.

## **Relevant skills and experience continued**

**Education/Qualification**

If you are invited to interview, you will be asked to provide original copies of your qualifications for inspection.

Qualification Taken	Year	Grade	Date	Name of Educational Establishment

**Teachers Only**

DfE Ref No _____	Date of qualification _____
Have you completed an induction year as a Newly Qualified Teacher?	Yes <input type="checkbox"/> No <input type="checkbox"/>

<b>Age range qualified to teach</b>	
<b>Subjects qualified to teach</b>	

## Training and Development

Please provide details of all training and development undertaken relevant to this position within the last three years. Please include details of any membership of professional relevant to this position.

Year Course Taken	Course Title	Date	Outcome – grade achieved where relevant

### Driving licence – for positions that involve driving only

Do you hold a current, full, driving licence, which is valid for driving in the UK? **Yes** ☐ **No** ☐  
**Motorcycle** ☐ **Car** ☐



## Criminal Convictions

**For positions not involving work with children, families and vulnerable adults.**

(A criminal conviction is not necessarily a bar to employment.)

Do you have a criminal conviction which is unspent? **Yes** ☐ **No** ☐

Or pending against you? **Yes** ☐ **No** ☐

**For positions working with children, families and vulnerable adults only.**

Have you ever been convicted of a criminal offence? **Yes** ☐ **No** ☐

Is the offence “spent” as defined by the Rehabilitation of Offenders Act 1974? **Yes** ☐ **No** ☐

Do you have a criminal conviction which is unspent? **Yes** ☐ **No** ☐

Or pending against you? **Yes** ☐ **No** ☐

Are you related to or have a close relationship with any existing employee of the School or Governors?

Yes ☐ No ☐

If yes, please provide details of their name, job title and your relationship to them.

### References

**Please give details of two referees, one of whom must be your present and/or last employer and the other from a previous employer. Your referees must have knowledge of your work and character. Both referees should ideally be senior people in the organisation.** In the case of applicants leaving full time education or not having worked since doing so, the Head of School, College or University should be one of the named referees. We do not accept references from friends or family members. **To ensure we process your application in a speedy and efficient way, we prefer to contact your referees by e-mail. Therefore, please provide us with full details of your referee's e-mail address.**

#### Referee One:

**This referee must either be your current or previous employer**

If you are invited for interview may we approach this referee without further reference to you?

Yes ☐ No ☐

Name: \_\_\_\_\_

Job title: \_\_\_\_\_

Email: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Post Code: \_\_\_\_\_

Relationship to you: \_\_\_\_\_

Telephone No: \_\_\_\_\_

#### Referee Two:

If you are invited for interview may we approach this referee without further reference to you?

Yes ☐ No ☐

Name: \_\_\_\_\_

Job title: \_\_\_\_\_

Email: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Post Code: \_\_\_\_\_

Relationship to you: \_\_\_\_\_

Telephone No: \_\_\_\_\_

## Personal Details

Can you please ensure that you complete this section fully as this will enable us to contact you if you are invited to the next stage of the process.

First Name:	Title:
Surname:	
Former name(s):	
Address:	
Post code:	Tel no:
Mobile no:	Email Address:

**To help us monitor the success of our advertising, please state where you saw this position advertised.**

I confirm that I am not included on the list (ISA List 99) of people formally barred from working in schools, disqualified from working with children, or subject to sanctions imposed by a regulatory body. I certify that the information given by me on this Application Form is true to the best of my knowledge and I understand that if I am appointed and such information is subsequently found to be materially incorrect, the County Council will be entitled to terminate my employment without notice.

To comply with the Equality Act 2010, we have not requested information about your sickness absence record. You should be aware that regular attendance at work is an essential requirement of this role and therefore we will be seeking confirmation of your sickness absence record with your current or past employer should you be offered the position.

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

## Equal Opportunities in Employment

The School is committed to having a workforce that reflects the diverse make up of the communities in Gloucestershire. To help us achieve this objective, job applicants are asked to provide particular information so that we have an accurate picture of our workforce. The information will also allow us to monitor our employment practices, to ensure that we do not unlawfully discriminate and help us to develop inclusive policies.

Please complete this part of the application form so that we can check whether we are, in fact, receiving applications from all sections of the community, that candidates receive fair and equal treatment at all stages and that we comply with the relevant legislation.

**This monitoring form will be separated from the rest of the application form immediately on receipt and before the selection of candidates for interview takes place. The information you give is confidentially managed and does not affect your application. It will greatly assist us if you provide as much information as possible, but you are not obliged to do so.**

### What is your ethnic group?

◆ Choose one section from (a) to (e) then tick the appropriate box to indicate your cultural background:

#### (a) White

- ☐ British
  - ☐ Irish
  - ☐ Any other White background
- please write in below*

#### (b) Mixed

- ☐ White and Black Caribbean
  - ☐ White and Black African
  - ☐ White and Asian
  - ☐ Any other mixed background
- please write in below*

#### (c) Asian or Asian British

- ☐ Indian
  - ☐ Pakistani
  - ☐ Bangladeshi
  - ☐ Any other Asian background
- Please write in below*

#### (d) Black or Black British

- ☐ Caribbean
  - ☐ African
  - ☐ Any other Black background
- Please write in below*

#### (e) Chinese or Other ethnic

- ☐ Chinese
  - ☐ Any other
- Please write in below*

☐ **Would rather not state**

**Do you consider yourself to have a disability?** Yes ☐ No ☐ **Would rather note state** ☐

### Which of the following best describes your religion/belief?

- ☐ Buddhist ☐ Christian ☐ Hindu ☐ Jewish ☐ Muslim ☐ Sikh ☐ None
- ☐ **Other (please specify)** ☐ **Would rather not state**

**Which of the following best describes your sexual orientation?**

☐ Heterosexual      ☐ Gay      ☐ Lesbian      ☐ Bisexual      ☐ Would rather not say

**Which of the following best describes your gender?**

☐ Male      ☐ Female      Date of Birth      /      /      Age

***Transgender: Is your gender identity the same as your gender at birth?***

☐ Yes      ☐ No

***Data Protection***

The information supplied on this form is being collected as part of the school's recruitment and selection procedures. If you are successful with your application the information will also be used for the determination and payment of salary and to produce a Statement of Particulars. When you complete this form you are giving your consent to the school to hold and use personal information for these purposes. The information you provide may also be disclosed to relevant statutory bodies. The application forms of unsuccessful candidates will be retained for six months, after which time they will be destroyed.

## **Appendix 2 Interview Questions and Equal Opportunities**

### **Sex Discrimination**

Questions about marriage plans or family intentions should not be asked, as they could be construed as showing bias against women. Questions relating to gender should be avoided unless relevant to the job.

### **Race Discrimination**

Governors should be aware of possible misunderstandings that can occur in interviews between people of different cultural or racial backgrounds. Race related questions must be avoided unless they relate to criteria set for the post. It is important to be sensitive to cultural differences.

### **Disability Discrimination**

Questions should concentrate on the person's abilities. Governors should avoid making assumptions about what a person cannot do. They should discuss, in an objective manner, how the interviewee plans to perform the key tasks given the disability. Questions of physical capability should be related to the essential job requirements. There is a duty on the employer to make reasonable adjustments to working conditions or to the physical environment where that would help overcome the practical effects of a disability. If any doubts exist about an individual's ability to do the job, further advice can be obtained from the county council's equal opportunities officer or disability employment adviser at the local job centre.

### **Age Discrimination**

The Equality Act 2010 makes it unlawful to discriminate against employees, job seekers and trainees because of their age. This includes direct and indirect discrimination, harassment and victimisation. The Equality Act also removed the upper age limits on unfair dismissal and redundancy.

### **In Addition**

Candidates should not be asked questions concerning their political beliefs, professional associations, sexual orientation or (in former community and former voluntary controlled school) their religious beliefs. Legislation protects candidates and employees from age discrimination.

Relevant employment legislation includes: The Equal Pay Act 1970; Equality Act 2010; Sex Discrimination Acts 1975 and 1986; The Race Relations (Amendment) Act 2000; The Employment Equality (Religion or Belief) Regulations 2003.

### **Appendix 3 Reference request letter**

**[NAME OF APPLICANT]**  
**[SCHOOL AT WHICH CURRENTLY EMPLOYED]**

Dear [name of referee]

I am writing to seek a reference in respect of [name of applicant], who has applied for the post of [job title] at [name of academy].

I am enclosing a copy of the person specification for the post and I should be grateful if you would comment on the candidate's suitability in each of the areas. Please also comment on their relationships with colleagues and parents.

As the post involves working with children, please state:

- whether you know of any reason why he/she might be considered unsuitable to work with children or whether you have any concern about his/her suitability for such work. If you do know of any reason or concern please give details.
- whether he/she has been subject to any disciplinary action as a result of which penalties or sanctions remain in force, or any disciplinary action in relation to behaviour relating to children for which disciplinary penalties or sanctions have expired. In either case, please give details of the disciplinary action taken, the dates of that, the reasons for taking action and the penalty or sanction imposed.
- whether he/she has been the subject of any allegations relating to children. If so, please also state the nature and date(s) of the allegations, by whom they were investigated, what conclusion was reached and what action was taken as a result of the allegations.

Your observation on whether this candidate would be considered for a similar post within your own Authority would also be appreciated.

I should like to thank you in advance for your reply.

Your reply by \_\_\_\_\_ would be very much appreciated.

Yours sincerely,

Encs.