

Information for Applicants

1. **Completing the Application Form:**

All sections of the application form must be completed. Incomplete applications will not be accepted. Completed applications should be sent to the address of the school as specified in the advertisement, for processing.

Applicants who complete the application form electronically and want to also include additional information that is relevant to the post they are applying for, may submit this separately, if there is insufficient space to include this on the form. Applicants may also include a letter in support of their application. CVs should not be sent unless it is stated they will be accepted in the advertisement or job details

Applicants who apply online and are shortlisted, will be asked to sign their application at the interview.

2. **Gaps in Employment History:**

Frome College is committed to safeguarding and promoting the welfare of children and young people and our recruitment and selection processes are particularly rigorous in relation to child protection. Applicants are therefore required to provide dates and details of their employment history, including any gaps in employment, in their application. Any gaps will also be explored further at interview.

The assessment process and interview will also explore the candidate's motivation and suitability to work with children.

3. **Data Protection Legalisation:**

Data Controller: Frome College

Data Protection Officer contact details: Paul Durber, Email: pdurber@fromecollege.org

Purpose for processing: to run recruitment processes

Legal bases for processing: right to work, safer recruitment.

By law: Immigration, Asylum and Nationality Act 2006, Safeguarding Vulnerable Groups Act 2006 as amended by the Protection of Freedoms Act 2012.

Data sharing: the personal data provided will be shared internally to Frome College. This information may be disclosed to Government Departments where there is a legal obligation to do so.

Data retention: If you become an employee the data will be kept for the duration of the employment plus 6 years. If you do not become an employee the data will be kept for 12 months, right to work information of unsuccessful candidates is destroyed after interview.

Your rights: You have the right to ask Frome College for a copy of your data, the right to rectify or erase your personal data and the right to object to processing. However, these rights are only applicable if the Frome College has no other legal obligation concerning that data. You also have the right to complain to the regulator <https://ico.org.uk/>

Consequences: If you do not supply the information requested on this application form, we will not be able to process your application.

4. **Fitness to Work:**

Frome College has a duty to ensure the fitness of all employees to carry out the duties for which they are employed. The offer of employment will, therefore, be subject to the receipt of satisfactory health clearance. In some cases, a medical examination may be necessary before an appointment can be confirmed.

5. **Right to Work:**

All external successful applicants will be asked to confirm, in advance of taking up the appointment, that they are eligible to work in the United Kingdom. In order to demonstrate this, the successful applicant will be required to provide original appropriate and relevant documentation that evidences their right to work in the UK or via Right to Work online.

6. **Disclosure of Criminal Convictions:**

Applicants should be aware that it is an offence to apply for a role in a school or an academy if they are barred from engaging in regulated activity relevant to children.

A person will be engaging in regulated activity with children if, as a result of their work, they:

- will be responsible, on a regular basis in a school or college, for teaching, training instructing, caring for or supervising children.
- will be working on a regular basis in a specified establishment, such as a school, for or in connection with the purposes of the establishment, where the work gives opportunity for contact with children; or
- engage in intimate or personal care or healthcare or any overnight activity, even if this happens only once.

This post requires a criminal background check via the Disclosure Procedure.

The post for which you are applying is exempt from Section 4(2) of the Rehabilitation of Offenders Act 1974 by virtue of the Rehabilitation of Offenders Act (Exemptions) Order 1975 which requires you to reveal any information concerning spent or unspent convictions, cautions, reprimands or warnings excluding youth cautions, youth reprimands and youth warnings.

7. **Shortlisted candidates will be asked to complete a self-declaration of their criminal record or information that would make them unsuitable to work with children.** Failure to disclose information concerning such convictions may lead to dismissal or disciplinary action by Governors or LA. Any information given will be treated in strict confidence and will be considered only in relation to your application for this post.

8. **Equal Opportunities:**

Frome College strives to ensure that no employee or job applicant receives less favourable treatment than another on the grounds of age, disability, race, gender reassignment, marital or civil partnership, religion or belief, sexual orientation, sex or pregnancy and maternity.

9. **Interview Expenses** - candidates will not normally be reimbursed for their interview expenses. However, there are some circumstances when Frome College may make an exception to this. If you would like the school to consider this, then please contact them prior to attending the interview, to discuss this with them. If a candidate declines an appointment if it is offered, no expenses will be paid unless the Governors decide there are extenuating circumstances.