Guidance Notes for Applicants

Please read these notes before completing the application form

FCJ is an Equal Opportunities Employer

Thank you for your interest in the vacancy within FCJ Primary School.

These guidance notes are designed to provide you with information on completing your application form and on our recruitment process and associated policies. You should read all the guidance notes prior to completion of the application form. If you would like any further advice regarding the vacancy or the recruitment process please contact Mrs Mackenzie at j.mackenzie@fcj.sch.je or 01534 873128.

When completing the application form, please refer to the following information:

Job Description – this details the main duties and requirements for the post and provides an understanding of the role

Person Specification – this describes the skills, knowledge and experience required for the post

Advertisement – this will give you brief details of the job and key dates of the recruitment process

Please ensure you complete all parts of the application form, unless otherwise indicated, using black ink. Curriculum Vitaes (CV's) are not accepted.

The application form will be used to assess your skills, knowledge and suitability for the job against the criteria on the person specification, so please ensure it is accurate and complete.

If you require additional space, separate sheets will be accepted, but please ensure they are attached securely to the back of the application form or as attachments.

Late applications will not normally be considered.

We reserve the right to contact any of your previous employers/educational establishments to verify the information provided.

Personal Details

Only personal information required for processing your application is requested in the main body of the application form, other personal details not required until after shortlisting are contained at the rear of the application form.

Your application will be logged and given a candidate number by a member of staff not involved in the recruitment process, prior to shortlisting.

Disabled Applicants

As an equal opportunities employer we welcome applications from disabled people. Disabled applicants meeting all the essential criteria will be shortlisted for interview or test.

Where it is necessary to reduce the shortlist of candidates using desirable criteria, the equality monitoring section will be checked by a member of staff not involved in the recruitment process to ensure if you have declared yourself as disabled, and met all the essential criteria, you have been shortlisted for interview or test.

All candidates called for interview will be asked if they require any adjustments and/or adaptations in order to attend for interview or test, and we will, as far as possible, provide the adjustments and/or adaptations required.

For successful candidates, we will make reasonable adjustments to working conditions or physical environments and will provide aids, adaptations, equipment and support where possible.

Safeguarding Children and Young People

We are committed to keeping children and young people safe from harm and abuse and to promoting their welfare, and we expect that everyone who comes to work for us will share the same commitment. Fulfilling this responsibility includes making sure that our recruitment process includes a range of measures to identify those who may be unsuitable to work with children and young people.

In addition, all roles are subject to an enhanced Disclosure and Barring Service (DBS) (formerly Criminal Records Bureau (CRB) check. These posts will also be subject to further DBS re-checks at appropriate intervals.

References

All applicants are expected to provide two referees, as detailed on the application form.

If you have just completed full-time education you will need to provide the name of your Headteacher or other professional as a reference. If you are self-employed you will need to provide details of individuals/businesses that can provide you with a professional reference.

'Open' references e.g. those addressed "To Whom It May Concern", will not generally be accepted.

Supporting Documents

All applicants called for interview will be required to provide original evidence for the following:

Identity*
DBS (formerly CRB) application form*
Eligibility to Work in Jersey
Qualifications/Training*** – if applicable
Confirmation of Registration with the relevant Professional Body – if applicable
Driving documents – if applicable

We **will not** be able to confirm an offer of employment until we have confirmed all of the above.

Employment History and Gaps in Employment

To ensure our responsibilities for safeguarding children and young people are met you must ensure your employment history and reasons for any gaps are clearly detailed.

Relationships/Canvassing

Canvassing of any Member of FCJ Primary School in relation to your application will disqualify you, or if discovered after appointment may result in dismissal without notice.

Data Protection

The information you provide on your application form and any subsequent information gathered in respect of your application will be held securely, in confidence.

The information you provide will be used in the following ways:

- To assess your suitability for the post
- To confirm information you have supplied, with third parties, as considered appropriate
- To promote, monitor, and take action to ensure our recruitment policies, procedures and processes comply with legislation,
- It will only be disclosed where lawful obligation applies

Applications and related information in respect of successful candidates will be held securely on computerised and/or manual filing systems in accordance with the Data Protection Act (Jersey) Law 2005.

Feedback/Complaints

If you have not been shortlisted or are not appointed following interview you may request feedback from the Headteacher. You should contact the school directly who will arrange to provide helpful and constructive feedback.

If you wish to make a recruitment complaint, you should write to the Headteacher at the school. If you are unsatisfied with the response, you may then write to the Chair of Governors, care of the school.