



*Please read these notes before completing the application form.*

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 [hr@fcj.sch.je](mailto:hr@fcj.sch.je) or 01534 723063

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.

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 who meet all the essential criteria for the role will be guaranteed an interview or test. Where it is necessary to reduce the shortlist using desirable criteria, this guarantee will still apply to disabled applicants who meet all essential criteria.

Equality monitoring information is collected separately from the selection process and is not used by the recruiting panel when making shortlisting or selection decisions. This information may be reviewed by authorised staff for monitoring and compliance purposes only.

All candidates invited to interview, or test will be asked whether they require any reasonable adjustments in order to attend, and we will make such adjustments where reasonably practicable.

## **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) 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 application form
- Eligibility to Work in Jersey
- Qualifications/Training
- Confirmation of Registration with the relevant Professional Body
- Driving documents
- Health & Personal Declaration Forms - Declarations will be sought from successful applicants at the appropriate stage of the recruitment process and will be treated confidentially.

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 (Jersey) Law 2018.

### **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.