



Information for applicants about the NHGS application process

This booklet is designed to provide applicants with all the necessary information needed to help you successfully complete your job application.

We are looking for the best person for every role, so we can provide the best possible education for student. NHGS is a great place to work and is linked with other schools in North Halifax. To ensure we meet the needs of our communities and make NHGS a place where we value everyone being different and through our actions demonstrate that everyone matters, it is essential that we have a skilled and committed workforce on board to support what we are trying to achieve.

Applying for jobs online?

Applying for jobs at NHGS couldn't be easier with application forms available on the school website, allowing you to complete the application form and send this to us electronically. The website is designed with you in mind and helps to make the application process more convenient, efficient and easy to do.

Guidance Notes for Applicants

Taking time to read through the following guidance notes will help you to understand our application and recruitment process, and the reasons behind why certain information is required. We rigorously check all our applicants - we have a duty of care to all our students to ensure they are always in safe hands.

Submitting CV's

CV's are not accepted either in place of or in support of job applications – the reason for this is to ensure we comply with Equal Opportunities (see below). CV's contain personal information which would enable us to identify certain information about candidates, such as gender, age, ethnicity etc. This information is held separately to the application section of your application.

Equal Opportunities

NHGS is committed to the fair treatment of its employees, potential employees or users of its services, regardless of race, colour, ethnic or national origin or religion, political views or membership, gender, age, marital status, disability, mental health, trade union membership or sexual orientation either by direct or indirect discrimination.

We recognise our responsibility to remove barriers in our recruitment, retention and development processes. We take a holistic approach to equality and diversity to ensure that people from all sections of the community we serve have fair and transparent opportunities.

Data Protection

NHGS is the Data Controller and will process any information you submit in accordance with the Data Protection Act 1998.

Personal data is held by the school about applicants who register and submit an online application form. It processes this data to process your application and will use it for any subsequent employment purposes and to enable recruitment monitoring. On occasions, it may contact third parties to verify information you have provided and other facts relating to you and your application, for example, current or former employers and referees.

There is a duty to process personal data fairly and lawfully and the school will not process your personal data unless you have given your consent to the processing or there is a legitimate ground for processing. The Data Protection Act imposes further restrictions on the processing of sensitive personal data, which include information about racial or ethnic origin, political opinions, religious or other beliefs, trade union membership, health, sex life, criminal allegations, proceedings or convictions. The school will handle any sensitive personal data that you provide in accordance with this principle.

Personal data may only be used or disclosed for specified purposes allowed by law and will not be further processed in any manner incompatible with those purposes. The school needs to protect the public funds which it handles and may use the information you provide on your Application Form to prevent and detect fraud.

The school will take appropriate technical and organisational measures against unauthorised or unlawful processing of personal data and against accidental loss or destruction of, or damage to, personal data. The school has internet security measures in place to safeguard against information interception. It is important that you ensure that the computer you are using to send the information also has adequate safeguards.

The school will not give personal information that you provide to third parties, without your consent unless the law allows it to do so.

Data subjects have rights under the Data Protection Act to be provided with a copy of any personal data held about them by a data controller and to apply for inaccurate personal data to be rectified.

If you wish to access your personal data or require more information about how the school use this personal data please contact the following:

Mr P Buckland
Deputy Headteacher
The North Halifax Grammar School
Moorbottom Road
Illingworth
Halifax
HX2 9SU

Email: recruitment@nhgs.co.uk

Working in the UK

In accordance with the Asylum and Immigration Act 1996 it is an offence to employ a person with no immigration entitlements to live or work in the United Kingdom. If you are invited to interview we will check your documents against two lists as defined by the Secretary of State to ensure eligibility to work and to verify identity.

Disability Discrimination Act

NHGS wants to ensure that we do everything we possibly can to make employment opportunities available to people with disabilities. By telling us about any disability you may have, we can ensure that we meet your needs both at the recruitment stage and if you are successfully recruited to the post.

The Disability Discrimination Act (DDA) protects people with disabilities from unlawful discrimination. We actively encourage applications from people with disabilities. The Disability Discrimination Act defines a disabled person as someone who has a physical or mental impairment which has a substantial and adverse long term effect on his or her ability to carry out normal day to day activities.

Criminal Records Bureau (CRB) Disclosures and Policy statement on the recruitment of ex-offenders

For any post that requires a criminal record check (Enhanced Disclosure) the job advertisement and the job description/person specification will indicate if a Criminal Records Bureau (Enhanced) Disclosure is required.

As an organisation using the Criminal Records Bureau (CRB) Disclosure service to assess applicants' suitability for positions of trust, Calderdale Council complies fully with the CRB Code of Practice and undertakes to treat all applicants for positions fairly. Calderdale Council undertakes not to discriminate unfairly against any subject of a Disclosure on the basis of conviction or other information revealed.

NHGS is committed to the fair treatment of its employees, potential employees or users of its services, regardless of race, colour, ethnic or national origin or religion, political views or membership, gender, age, marital status, disability, mental health, trade union membership, sexual orientation or responsibilities for dependants either by direct or indirect discrimination.

Criminal Records will be taken into account for recruitment purposes only when the conviction is relevant. Unless the nature of the work demands it, applicants for positions within the Council will not be asked to disclose convictions which are “spent” under the Rehabilitation of Offenders Act 1974. Having an unspent conviction will not necessarily bar applicants from employment. This will depend on the circumstances and background to an applicant’s offence.

Posts in schools are exempt from the Rehabilitation of Offenders Act. In applications for a post at NHGS all criminal convictions must be declared.

NHGS selects candidates for interview based on the attributes, skills and competencies relevant to the position applied for.

For those positions within the Council where an Enhanced Disclosure is required, job adverts, job descriptions/person specifications will contain a statement that the successful applicant will be subject to a criminal record check from the Criminal Records Bureau before the appointment is confirmed.

Where a Disclosure is to form part of the recruitment process, NHGS encourages all applicants to provide details of their criminal record at an early stage in the application process. Any criminal record information disclosed will be available only to those who need to see it as part of the recruitment process.

Calderdale Council will ensure that staff involved in the recruitment process are provided with information and guidance in relation to the employment and fair treatment of ex-offenders and the Rehabilitation of Offenders Act 1974.

At interview, or in a separate discussion, NHGS will ensure that an open and measured discussion takes place on the subject of any offences or other matter that might be relevant to the position.

Failure to reveal information that is directly relevant to the position sought could lead to withdrawal of an offer of employment.

NHGS provides a copy of the Criminal Records Bureau Code of Practice to all applicants who apply for a position that requires a Criminal Record Check (Disclosure), which is enclosed with your application pack.

NHGS will undertake to discuss any matter revealed in a Disclosure with the person seeking the position before withdrawing a conditional offer of employment.

Having a criminal record will not necessarily bar a person from working with us. This will depend on the nature of the position and the circumstances and background of the offences.

Completing the Application Form

The NHGS application form is split into three sections. Sections 1 & 2 (Personal information & Equal Opportunities Monitoring Data) are only made available to the panel once shortlisting has taken place. Part 3 will form the basis for any shortlisting decisions. It is important you complete your application as clearly as possible using black ink or type.

Supporting information/continuation sheets

If you provide any additional/continuation sheets in support of your application, please remember to clearly mark your National Insurance number and Post Reference number at the top of the sheet. We also ask that you mark which section of the application form the additional sheet relates to, e.g. Section 3.2 Previous Employment.

Remember to **securely** attach any additional sheets to your application form

SECTION 1 – PERSONAL INFORMATION

1.1 Personal Details

The personal information provided in Part 1 of this application will not be made available to the selection panel until after the shortlisting process has taken place. This is to ensure our recruitment processes reflect fair and transparent practice. The personal information provided will only be used to contact you in relation to your application or for employment contract purposes should you be successful. Please ensure you include your email address where possible as this is our preferred method of contact.

1.2 References

Please provide details of two referees who know you well enough to comment on your suitability for the post. One of these must be your present or most recent employer. If you have not been previously employed, please give details of a responsible person who knows you well, but is not a relative. If you are in, or have just finished full time education, one referee should be from your school, college or careers advisor. It is good practice for you to ask your referee(s) for permission before you give their details.

For posts which have substantial access to children or vulnerable adults, NHGS reserves the right to approach any previous employer. If you do not currently work with children or vulnerable adults but have done so in the past, you must provide referee details from your most recent employer who employed you to work in that capacity.

Please ensure any email addresses provided are recognised employer/organisation accounts as we do not accept email references from personal email accounts.

A formal offer of employment will not be made until satisfactory pre-employment checks, including references have been received.

1.3 Criminal Convictions

Convictions Not Spent

Have you ever been convicted or cautioned in relation to a criminal offence, have you been bound-over, or subject to formal warnings or are you at present the subject of any criminal proceedings or police investigation?

Criminal convictions do not necessarily preclude applicants from employment. However, for certain jobs it is unlawful for Local Authorities to recruit people with certain convictions and in other circumstances the employer needs to assess whether people with a criminal record can safely undertake the job role. You are required to list any convictions that are still current under the Rehabilitation of Offenders Act (1974). These will not be taken into consideration unless they are relevant to the post.

Spent Convictions

If the post you are applying for involves regular and/or unsupervised access to children under eighteen or vulnerable adults, you are required to inform us about **ALL** convictions and cautions, even from a long time ago. If this is the case, the advertisement and person specification will indicate that a Criminal Records Bureau disclosure is required.

For posts that are subject to a Criminal Records Bureau (CRB) disclosure, please note that a criminal record will not necessarily bar you from employment. This will depend on the nature of the position and the circumstances and background of the offence.

If the post you are applying for is subject to an enhanced CRB disclosure you must provide details of all convictions including those spent, bind-overs, cautions, reprimands, warnings, investigations or prosecutions pending.

For posts which are not exempt from the Rehabilitation of Offenders Act (1974) you do not have to declare spent convictions.

Health Information

We monitor our employee absence carefully, therefore we require applicants to provide details of all periods of sickness absence over the last two years, providing details of both the nature and duration of each period of absence.

Please Note: Successful applicants will be required to complete a detailed medical questionnaire and may be required to attend a medical examination prior to being appointed.

1.4 Additional Information

Declaring Relationships

Any candidate who is a relative or partner of an existing member of staff or Governor of the school for which they are applying must declare so in their application. This information is required to ensure no candidate receives preferential treatment during the application process. Failing to declare such a relationship or canvassing (either directly or indirectly) will result in disqualification.

Social Worker or Teacher Positions – this additional information is required for Social Worker positions and Teacher positions only.

Internal/External Applicant – we are committed to providing career development opportunities for all our employees and to enable us to monitor our success we ask that you indicate whether or not you are an internal applicant (i.e. existing employee of the school) or an external applicant.

Media Analysis - Advertising job vacancies is expensive. To ensure we obtain value for money, we monitor our recruitment campaigns and media selection to ensure we use the most effective methods in the future. It is therefore important for us to know how our applicants became aware of the vacancy and tick the appropriate box.

SECTION 2 - EQUAL OPPORTUNITIES MONITORING DATA

We are committed to employing a workforce that reflects the community we serve. Please help us to monitor our progress by fully completing the equal opportunities information in section 2. All equal opportunities data in is collected to enable us to effectively monitor our recruitment and selection processes and ensure equality of opportunity for all candidates. All information is used for applicant and recruitment monitoring and reporting purposes only.

** Please note: Part 2 of the form will be separated from your application and will not be available to anyone involved in short-listing or selection for appointment for the position for which you are applying. We ask you to complete this section as fully as possible.*

PART 3 APPLICATION FOR EMPLOYMENT

3.1 Current or Most Recent Employment

Please complete the information requested about your current or most recent job role.

3.2 Previous Employment

Please provide a complete record of previous employment, stating the full date format (dd/mm/yy) and starting with the most recent first. Please also account for any period between leaving full time education and commencing employment, and also periods of unemployment or study which may have occurred between previous appointments. Please feel free to attach an additional sheet with extra information if required.

We also ask for information about any additional employment which you may intend to continue even if your application is successful. This is to ensure we are aware of any other work commitments or any conflict of interest.

3.3 Education and Qualifications

Please provide details of any educational qualifications you have obtained from school, college, university or gained within the workplace by listing your highest qualification first. Please specify the subject area you qualified in, and give details of your course of training, e.g. Nursery, Primary, Middle, Secondary, Special, Further Education, Adult, Youth work.

Please note: If you are shortlisted for interview, you will be required to provide evidence of your qualifications.

3.4 Learning and Personal Development

Please provide information relating to all relevant learning and development programmes you have undertaken which demonstrate how you have gained skills and knowledge relevant to the position for which you are applying. These may include in-house training, commercial training, specialist training courses, evening classes and adult education programmes which demonstrate how you have gained skills and knowledge relevant to the position for which you are applying.

3.5 Professional Membership

Some technical roles may require you to hold professional membership status; this will usually have been gained from qualification/examination and ongoing demonstration of continued professional development. Please include any information here which may be required to support your application. If you are not a member of any professional bodies please leave this section blank.

3.6 Driving Licence Details

This information is only required if the person specification or job advert stipulates this requirement. You are asked to state whether you possess a valid driving licence and also specify the type.

3.7 Disability Discrimination Act

Please complete this section as fully as possible. We will guarantee a job interview to all applicants with a disability who meet the essential criteria of the position as defined on the person specification/job profile. All applicants are considered purely on their ability to do the job.

3.8 Personal Statement

Please read the job description and person specification carefully before completing this section. Your application will be assessed against the criteria specified in the person specification and you should focus on the knowledge, skills and abilities which are specified as essential for the job for which you are applying. Explain how you meet each requirement by providing clear examples. These may have been acquired through voluntary work, education, special interests and home life as well as work.

Remember – CV's with details of previous employment and skills are not accepted as part of this personal statement.

Closing Date for Applications

Applications received after the closing date will not be considered –please remember to get your application form in on time and if sending it by post, please ensure that the correct postage is paid.

Returning the Application Form

NHGS Vacancies

By Hand or Post:

Ms P Robbins
Personnel Officer
The North Halifax Grammar School
Moorbottom Road
Illingworth
Halifax
HX2 9SU

By E-Mail:

recruitment@nhgs.co.uk

Enquiries:

Telephone: 01422 244625
Fax: 01422 245237

Communication

Email is our preferred method of communication. Candidates will receive all communication via the email address provided and we would advise you to check your emails on a regular basis.

Acknowledgement of receipt of applications (online and paper copies)

We do not acknowledge receipt of paper applications, however applications submitted online will receive an automated reply which will acknowledge successful receipt of your application.

Shortlisted Candidates

Shortlisted candidates will be contacted after the closing date. If you do not hear from us within 4-6 weeks, please assume that on this occasion that your application has been unsuccessful. However, please do not let this deter you from applying for other vacancies in future.

Application/Recruitment Checks

NHGS takes its duty of care to its students and staff very seriously. To ensure all reasonable care is taken, references will always be requested from your current employer and we reserve the right to take up references from any previous employers, or places where you have carried out voluntary work.

It is therefore very important that you give exact names and current addresses of previous employers/voluntary work areas. Please also advise us of any changes to your name relevant to

previous employment, i.e. if you were known by your maiden name. Failure to provide this information may result in an offer of appointment being delayed.

Please be aware that you may be offered the post subject to Criminal Records Bureau or other checks, however you may not be able to commence employment until these checks have been received.

This intensive procedure can take some time (up to four weeks in some instances) and we ask you are both patient and understanding whilst they are completed.

Probationary Period

Entrant to NHGS for support staff posts are subject to a six month probationary period.

Complaints Procedure

NHGS applies best practice to our recruitment procedures and processes to ensure that successful candidates are appointed purely on merit of their ability to do the job. Occasionally however, candidates may consider that their application has not been dealt with in a fair and equal manner. Candidates are encouraged to ask for feedback about any decision made during the recruitment process. If you remain unsatisfied with the explanation for non-selection, or any other aspect of the recruitment process, then complaints should be made in writing and addressed to:

Mr Barry Mack
Chair of Governors' Curriculum & Staffing
The North Halifax Grammar School
Moorbottom Road
Illingworth
Halifax
HX2 9SU

Good luck with your application!

