

## HUMMERSKNOTT ACADEMY TRUST

### RECRUITMENT INFORMATION

Please read this information before completing the enclosed Application Form.

#### **Commitment to Safeguarding**

Hummersknott Academy Trust is committed to safeguarding and promoting the welfare of all children and expects all staff to share this commitment. Any offer of employment will be subject to Enhanced Disclosure and Barring Service clearance.

Pre-employment checks including an online and social media search (KCSIE 2022) will also be undertaken before an offer of appointment is confirmed.

#### **Application Forms**

The Academy seeks to ensure that it appoints the right candidate to each position and that applications for employment are treated in a fair and consistent manner. Please feel free to enclose a copy of your CV with your application form, however, candidates should ensure that they complete, **in full**, all sections of the application form in sufficient detail to ensure that the form can be assessed against the shortlisting criteria. If little or no information is provided on the application form, it will be impossible to assess your suitability and therefore progression to the shortlist for interview will be unlikely.

#### **ECTs**

If you are a newly qualified teacher or completing your PGCE, the Academy will require copies of your placement assessment forms and end of term ECT induction forms, if you are shortlisted for interview.

#### **References**

If you are currently employed in a school, one of your referees must be the Headteacher of your current school. If your most recent employment is not in an educational setting then a referee should be provided from your last period of employment in an educational setting, in addition to your current employer.

#### **Interview Process**

Our interview process will include a consideration of your suitability to work with children.

#### **Interview Expenses**

The Trust's policy is not to pay expenses incurred when attending for interview.

September 2022