



Recruitment Information for Candidates

If you are applying for a role within our Trust, the information contained in this guide should help you through the process and support you in making your application. If there is anything further that you need, or would like to find out, please contact Dawn Cooper, HR & Governance Leader, in the first instance.

01902 558003 or recruitment@ehlt.org.uk

Completing your Application

Each role advertised will have a job description and person specification. Please review these documents carefully to ensure that you fully understand what the role will involve and match your skills, qualifications and abilities to it.

There are two applications forms available to download from the Trust website on the vacancies page, one for teaching roles and one for non-teaching. Please note that CV's are not accepted and we will only consider applicants who have submitted the correct application form. Paper copies of application forms are available from any of our school offices if you would prefer to complete your application by hand. If submitting a paper application form they can be delivered in person to any of our school offices, or posted to:

Dawn Cooper
HR & Governance Leader
Elston Hall Learning Trust
Stafford Road
Fordhouses
Wolverhampton
WV10 6NN

Please ensure that any gaps in your employment are fully explained on your application form.

If possible, please save your completed application form as a PDF document and name the file with your full name and the job reference. Please ensure you send your application in before the advertised closing date as applications received following the closing date will not be considered.

If you are shortlisted, we will contact you via email to invite you to the next stage of the process, which may include a task as well as an interview. Where possible we try to set the date for interviews and advertise this, so please ensure that you keep this date free if you decide to apply. It is unlikely we would be able to offer an alternative date for an interview. Please make every effort to respond and confirm your attendance if you are invited to the next stage of the process.

Communication

All communication through the recruitment process will be via email. It may not be possible to acknowledge applications which are received by hand, though we will aim to acknowledge every application received via email. We will not however be able to contact all the applicants that have not been shortlisted, therefore if you do not receive any communication from us within 5 working days of the closing date, please assume that you have not been shortlisted on this occasion.

Safeguarding

Elston Hall Learning Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. All appointments will be subject to an Enhanced DBS and barred list check along with other relevant employment checks including at least two satisfactory references, prohibition check for teaching staff, right to work in the UK and qualifications.

All positions within the Trust are exempt from the provisions of the Rehabilitation of Offenders Act 1974. All applicants must therefore declare all previous convictions and cautions, including those which would normally be considered "spent" except those received for an offence committed in the United Kingdom if it has been filtered in accordance with the DBS filtering rules.

A failure to disclose a previous conviction (which should be declared) may lead to an application being rejected or, if the failure to disclose is discovered after employment has started, may lead to summary dismissal on the grounds of gross misconduct. A failure to disclose a previous conviction may also amount to a criminal offence.

It is unlawful for the Trust to employ anyone who is barred from working with children. It is a criminal offence for any person who is barred from working with children to apply for a position at the Trust or any of its schools.

For further information please have a look at the Trust's Recruitment of Ex Offenders Policy - www.elstonhallmat.co.uk/vacancies

Each applicant that is shortlisted will be asked to complete a self-declaration and disclosure form prior to their interview. You will be sent this form with the interview invite.

References

References will be sought for all shortlisted applicants. Please ensure that you clearly mark in the box provided if you do not wish us to contact your referees and state the reason for this.

At least one reference must be from your current / most recent employer and be completed by a senior person with appropriate authority. If the referee is school based, the reference would normally be from the Headteacher. In exceptional circumstances where this may not be the Headteacher the reference would need to be confirmed by the Headteacher in respect of any disciplinary investigations. If you are not currently working with children, but have previously done so, one referee must be the most recent employer who employed you to work with children.

Reference requests will be made via email, please ensure that you provide a legitimate email address for your referees and ensure that your referees know that they will be contacted if you are shortlisted. A copy of the form we use to collect references is available to view on the Trust website within the Recruitment Information section. We will not accept open references, or references that we have not obtained ourselves.

GDPR

When you apply for a role in our Trust, we collect data about you that is necessary to support our recruitment and candidate management processes. For further information please review our Recruitment Privacy Notice here [EHLT Recruitment Privacy Notice](#)

Recruitment Monitoring Form

We want to meet the aims and commitments set out in our equality policy. This includes not discriminating under the Equality Act 2010, and building an accurate picture of the make-up of the workforce in encouraging equality and diversity. Completing this form is voluntary and the information provided will be kept confidential and will be used for monitoring purposes.

Please consider completing our Recruitment Monitoring Form when sending in your application. This can be found on the Trust website within the Recruitment Information section.