



## SENDAT GUIDANCE NOTES TO ACCOMPANY APPLICATIONS FOR EMPLOYMENT

### 1. COMPLETING THE ONLINE APPLICATION FORM THROUGH MYNEWTTERM

- a) Applications will only be accepted if they are completed in full, and online, through MyNewTerm. Please note that we do not accept applications by CV. For further information about how to use MyNewTerm, please watch the video listed on the [Work for SENDAT website page](#). Further information about using MyNewTerm is available [here](#).
- b) In addition to these guidance notes, please carefully read the notes you will find at various sections of the online application form.
- c) If you would like the online application form in another format because you have a disability (e.g., Braille), please contact us.
- d) We will accept applications in other formats (e.g., audiotape), if you have difficulty in completing the online form because of a disability or learning difficulty.
- e) Read the job description, person specification and any other documentation you have been sent, or have accessed, before completing the online form. Tailor your responses to the post for which you are applying.
- f) We will use the information you supply to assess how well you meet the selection criteria, as set down in the person specification. Make sure you include evidence relating to all the essential and desirable criteria that apply to you.
- g) Include experience and achievements from any sphere of your life. You could include evidence of knowledge and skills gained through voluntary work, involvement in community activities, managing a home and family, school/college and special interests, as well as previous paid employment. Tell us about any unpaid work you do or any position of responsibility you hold, for example in a club or organisation.
- h) Complete all the required sections of the online application form.
- i) **Part 1: Information for Shortlisting and Interview:**
  - I. **Qualifications:** Applicants whose qualifications were obtained abroad must provide written evidence that their qualification is valid in England and Wales.
  - II. **Salary:** Your salary information will be hidden from Special Educational Needs and Disabilities Academies Trust (SENDAT).

### III. Referees:

- I. The first referee should be your present/most recent employer; this would normally be the Headteacher, if you are currently employed in a school, or your Line Manager.
- II. The second referee should be a previous employer or another person who is familiar with your professional work.
- III. The school reserves the right and will endeavour, where possible, to approach all previous employers, during the previous five-year period, for a reference.
- IV. The school reserves the right to ensure that the information contained within the reference confirms whether they are satisfied with the applicant's suitability to work with children and provides the facts of any substantiated safeguarding concerns/allegations that meet the harm threshold.

## 2. EQUAL OPPORTUNITIES

- a) We value the diversity of the people in our workforce and aim to offer full equality of opportunity. We recognise that people can face disadvantage and discrimination in employment and are, therefore, committed to the development and implementation of policies to counteract inequality.
- b) Employees and prospective employees will not be unfairly discriminated against on grounds of disability, gender, race, colour, ethnic origin, religion, belief, culture, nationality, national origin, age, sexual orientation, or trade union membership/ non-membership. This list is not exhaustive and there are other forms of discrimination which will not be tolerated.
- c) Where an employee may be disadvantaged on these grounds, we will make every reasonable effort to rectify such disadvantage(s). Employment terms and conditions and decisions on recruitment, selection, training promotion and dismissal will be made solely on the basis of objective criteria.
- d) Our aim is for our workforce to reflect the diversity of the population in our area and we will achieve this by taking positive steps.
- e) **Job sharing:** We will consider applications for job sharing for all full-time posts, unless this is not practicable in the circumstances that apply. You do not need a job share partner in order to apply to job share
- f) **Disability/health:** If you have indicated that you have a disability or long-term medical condition and provide evidence that you meet all the essential criteria on the person specification (with any reasonable adjustments), you will normally be offered an interview as part of our commitment to the employment of people with disabilities.

Please tell us about any reasonable adjustments that would help you apply for this post, for example if you would have difficulty lifting heavy objects where the job could require

this. The school may be able to make alternative arrangements, but this cannot be guaranteed. We may also be able to provide sign language interpreters, time off for treatment, rest breaks during the day, special equipment, workplace adaptations etc.

All employees are required to complete a health/disability declaration and a pre-employment medical questionnaire after a conditional offer of employment has been made. Some employees, especially those who handle food or who work with vulnerable groups such as children, may also be required to attend a medical examination.

### **Definition of disability**

The [Equality Act 2010](#) defines a person as having a disability if she/he has a physical or mental impairment that has a 'substantial' and 'long-term' negative effect on his/her ability to do normal daily activities.

This includes impairments, lasting or likely to last at least 12 months, or likely to recur, to one of the following:

- Mobility
- Manual dexterity
- Physical co-ordination
- Continence
- Ability to carry, lift or otherwise move everyday objects
- Speech, hearing or sight (not where sight is corrected by wearing spectacles or contact lenses) memory or ability to concentrate, learn or understand
- Perception of risk or danger

The term impairment includes progressive and long-term conditions, such as diabetes, epilepsy, and cancer.

We will make reasonable adjustments to the recruitment and selection process and to the post for successful candidates where the need for these is made known by the applicant/employee.

## **3. HEALTH**

The school reserves the right, in appropriate circumstances, to require applicants to produce a certificate of fitness from an approved medical practitioner after a conditional offer of employment has been made.

## **4. POLICE AND CRIMINAL RECORDS**

### **Rehabilitation of Offenders Act, 1974 (Exceptions Order, 1975)**

SENDAT is legally obliged to process a Disclosure and Barring Service (DBS) check before making appointments to relevant posts. The DBS check will reveal all unspent cautions and convictions and all adult cautions and spent convictions that are not protected (i.e.,

that are not filtered out) as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975\* (as amended in 2020). We will use the DBS check to ensure we comply with the Childcare Disqualification Regulations, where relevant to the role.

The Act made a specific exception in respect of employees in schools or establishments for further education and any other employment which is carried out wholly or partly within the precincts of a school or further education establishment, which involves access to persons under the age of 18 as part of the employee's normal duties.

*\* The amendments to the Exceptions Order 1975 (2013) provide that certain spent convictions and cautions are 'protected' and are not subject to disclosure to employers and cannot be taken into account. Guidance and criteria on the filtering of these cautions and convictions can be found at the Disclosure and Barring Service website, <https://www.gov.uk/government/publications/dbs-filtering-guidance>.*

Any data processed as part of the DBS check will be processed in accordance with **data protection regulations and SENDAT's privacy notices** (see applicants' privacy notice attached to this guidance document).

If you subscribe to the DBS Update Service, you will be requested to give permission for the school to go online onto the [DBS Update Service](#) to carry out a check to find out if the information released on the DBS certificate is current and up-to-date. You will also be required to produce your original certificate for inspection by the school, either at interview or prior to commencement of your employment.

If you do not subscribe to the DBS Update Service, you will be required to apply for a new DBS Enhanced certificate; SENDAT will bear the cost of your application.

## 5. DATA PROTECTION

SENDAT aims to ensure that all personal data collected about staff, pupils, parents, governors, visitors, and other individuals is collected, stored and processed in accordance with the [Data Protection Act 2018 \(DPA 2018\)](#). The SENDAT Job Applicants' Privacy notice is attached to this guidance note.

## **SENDAT JOB APPLICANTS' PRIVACY NOTICE**

As part of any recruitment process, the Trust (including all its constituent schools and other specialisms) collects and processes personal data relating to job applicants. The Trust is committed to being transparent about how it collects and uses that data and to meeting its data protection obligations.

### **Who We Are**

Under Data Protection legislation, the Trust is a data controller.

The contact details for the Trust are as follows:

SENDAT, School Lane, Thurston, Suffolk, IP31 3RY

### **Our Data Protection Officer (DPO)**

Our Data Protection Officer is currently provided by Schools' Choice.

Email: [data.protection@schoolschoice.org](mailto:data.protection@schoolschoice.org)

Tel: 01473 260700

***Contact with the DPO should be made via the Information, Data and Systems (IDS) Team in the first instance.***

Email: [IDS@sendat.academy](mailto:IDS@sendat.academy)

Tel: 01284 658950

### **What information does the Trust collect?**

The Trust collects a range of information about you. This includes:

- your name, address and contact details, including email address and telephone number;
- details of your qualifications, skills, experience, and employment history;
- information about your current level of remuneration, including benefit entitlements;
- whether or not you have a disability for which the school needs to make reasonable adjustments during the recruitment process; and ☐ information about your entitlement to work in the UK.

The Trust may collect this information in a variety of ways. For example, data might be contained in application forms or CVs, obtained from your passport or other identity documents, or collected through interviews or other forms of assessment, including online tests.

The Trust may also collect personal data about you from third parties, such as references supplied by former employers, information from employment background check providers and information from criminal records checks.

Unless you have specifically given your consent for references to be requested before interview, the Trust will seek information from third parties only once a conditional job offer has been made and will inform you that it is doing so.

Data will be stored in a range of different places, including on your application record, in HR management systems and on other IT systems (including email).

### **Why does the Trust process personal data?**

The Trust needs to process data to take steps at your request prior to entering into a contract with you. It may also need to process your data to enter into a contract with you.

In some cases, the Trust needs to process data to ensure that it is complying with its legal obligations. For example, it is required to check a successful applicant's eligibility to work in the UK before employment starts.

The Trust has a legitimate interest in processing personal data during the recruitment process and for keeping records of the process. Processing data from job applicants allows the school to manage the recruitment process, assess and confirm a candidate's suitability for employment and decide to whom to offer a job. The Trust may also need to process data from job applicants to respond to and defend against legal claims.

The Trust may process special categories of data, such as information about ethnic origin, sexual orientation or religion or belief, to monitor recruitment statistics. It may also collect information about whether or not applicants are disabled to make reasonable adjustments for candidates who have a disability. The Trust processes such information to carry out its obligations and exercise specific rights in relation to employment.

The Trust is obliged to seek information about all its employees regarding criminal convictions and offences. It does so because it is necessary for it to carry out its obligations and exercise specific rights in relation to employment.

If your application is unsuccessful, the Trust may keep your personal data on file in case there are future employment opportunities for which you may be suited. The school will ask for your consent before it keeps your data for this purpose, and you are free to withdraw your consent at any time.

### **Who has access to data?**

Your information may be shared internally for the purposes of the recruitment exercise. This includes members of the HR Team, interviewers involved in the recruitment process, managers in the area with a vacancy and IT staff if access to the data is necessary for the performance of their roles.

The Trust will not share your data with third parties, unless you have given your specific consent for references to be sought before interview, or your application for employment is

successful and it makes you a conditional offer of employment. The Trust will then share your data with former employers to obtain references for you, employment background check providers to obtain necessary background checks and the Disclosure and Barring Service to obtain necessary criminal records checks.

The Trust will not transfer your data to countries outside the European Economic Area.

### **How does the Trust protect data?**

The Trust takes the security of your data seriously. It has internal policies and controls in place to ensure that your data is not lost, accidentally destroyed, misused, or disclosed, and is not accessed except by our employees in the proper performance of their duties.

### **For how long does the Trust keep data?**

If your application for employment is unsuccessful, the Trust will hold your data on file for up to six months after the end of the relevant recruitment process. If you agree to allow the Trust to keep your personal data on file, the Trust will hold your data on file for a further 12 months for consideration for future employment opportunities. At the end of that period or once you withdraw your consent, your data is deleted or destroyed.

If your application for employment is successful, personal data gathered during the recruitment process will be transferred to your personnel file and retained during your employment. The periods for which your data will be held will be provided to you in a new privacy notice.

### **Your rights**

As a data subject, you have a number of rights. You can:

- access and obtain a copy of your data on request;
- require the Trust to change incorrect or incomplete data;
- require the Trust to delete or stop processing your data, for example where the data is no longer necessary for the purposes of processing; and
- object to the processing of your data where the Trust is relying on its legitimate interests as the legal ground for processing.

If you would like to exercise any of these rights, please contact:

#### **SENDAT HR Team**

Email: [hr@sendat.academy](mailto:hr@sendat.academy)

Tel: 01284 658950

If you have a concern about the way we are collecting or using your personal data, we ask that you raise your concern with us in the first instance. Alternatively, you can contact the [Information Commissioner's Office](#).

**What if you do not provide personal data?**

You are under no statutory or contractual obligation to provide data to the Trust during the recruitment process. However, if you do not provide the information, the school may not be able to process your application properly or at all.

**Automated decision-making**

Recruitment decisions are not based solely on automated decision-making.

**Further information**

If you would like to discuss anything in this privacy notice, please contact:

**SENDAT HR Team**

Email: [hr@sendat.academy](mailto:hr@sendat.academy)

Tel: 01284 658950