



Hamilton Academy

Hamilton Academy Application and Recruitment Process

Hamilton Academy is committed to safeguarding and promoting the welfare of children and young people and expects all staff, visitors and volunteers to join in this culture of vigilance.

Applying for a job

Hamilton Academy's Equal Opportunities Policy means that we want to ensure that every applicant is treated fairly. The information you provide in your application form is the only information we will use in deciding whether or not you will be shortlisted for the selection process. Every vacancy advertised is based on a Job/Person Specification which describes the skills, experience and aptitudes we are looking for. If you think you meet our requirements, we encourage you to apply.

Making an application

You can access and download the appropriate teaching/support staff application form from our website at <https://www.hamilton-rmet.org.uk/> in the Current Vacancies area. If you have any disabilities and need assistance in completing the form, then please let us know and we will be pleased to help.

N.B: The application form must be received completed in full before it can be considered. We do not accept CV's, so please do not send them to us.

If you are completing the on-line application form, please e-mail it back to us on completion to recruitment@hamilton-rmet.org.uk or alternatively print off a hard copy and post it for the attention of HR Administrator, Hamilton Academy, Keyham Lane West, Leicester, LE5 1RT.

Applications must be made by 11:59pm on the advertised closing date unless otherwise stated.

Unless otherwise stated, if we have not contacted you within 4 weeks of the closing date, you may assume that your application has been unsuccessful.

Shortlisting and Interviews

Your application form will be matched against the selection criteria (as per the Person Specification) for the post. Depending on the requirements of the vacancy, the Academy may conduct tests and written exercises in appropriate circumstances and you may therefore also be asked to undertake such exercises as part of the selection process for this vacancy.

For teaching vacancies, *all* candidates will be asked to teach a trial lesson in a specialised subject, either at the long list or short list stage. This lesson will be observed and form part of the interview process.

At the interview, the panel will ask questions which are intended to allow you to expand on your application and to demonstrate the extent to which you meet the requirements of the post; we will

also ask questions at the interview to ascertain your suitability to work with children. You will have the opportunity at the end of the interview to ask questions about the job, conditions of service etc.

References will be sought prior to interview on all shortlisted candidates and we may also approach previous employers to verify or clarify specific information. If references are not received before the interview it will delay a decision being made. Referees may be contacted by telephone and will be invited to submit written references. At least one of the referees must be your current or most recent employer.

After the interview a decision will be made and candidates will be advised as quickly as possible. The successful applicant will be required to have an enhanced DBS check completed before commencing employment.

Disabled Applicants

We are working to improve the employment opportunities we offer to people with disabilities. If you are a disabled person but are unable to meet some of the job requirements specifically because of your disability, please address this in your application. If shortlisted, we will explore jointly with you if there are ways in which the job can be changed to enable you to successfully fulfil the role. This could include adjustments to premises and equipment or job duties.

Conditions relating to offers of employment

All offers of appointment are subject to:-

- a). **Police clearance for posts exempt from the Rehabilitation of Offenders Act.** All Academy based staff will require List 99 and enhanced police clearance checks.
- b). **Satisfactory references.** Normally 2 references are taken up; one of which should be your line manager in your present or most recent employment, or if you are an Academy, college or university leaver, your headteacher or tutor. For internal candidates a reference from your line manager will be sought.
- c). **Confirmation of correct National Insurance number** through checks with the relevant government agencies.
- d). **Satisfactory medical clearance.** All successful candidates complete a medical questionnaire and may be required to pass a medical examination by the Academy's occupational health team.
- e). **Eligibility to work in the UK** by providing a relevant original document as specified by the Asylum & Immigration Act 1996 (photocopies will not be accepted).
- f). **Original evidence of identity and qualifications** (photocopies will not be accepted).
- g). **Verification of qualifications**, if not verified after the interview.
- h). **Satisfactory completion of the probationary period.**

Teaching posts

In addition to the above; the following conditions apply:

- i). **Verification** of Qualified Teacher Status or NPQH where required.
- ii). **Verification of successful completion of statutory induction period** (applies to those who obtained QTS after 7 May 1999).
- iii). Prohibited to teach check.

Requirements c) and e) do not apply to internal candidates as these conditions will already have been met.

Fair Recruitment

We put great importance on ensuring that every stage in our recruitment process is fair and properly carried out. We have a duty to ensure that everyone is treated in a non-discriminatory way. We hope that you will feel that you have been treated fairly even if you are not appointed. A member of the interview panel will always provide feedback if you would like to receive it.

Equal Opportunity Statement

The Governing Body supports Equality of Opportunity in employment and will follow the Academy's own equal opportunity policy and will not discriminate on the grounds of gender, ethnic origin, disability, religious belief, sexual orientation or age. All employment and pay related questions will be taken in compliance with the Rate Relations, Sex Discrimination, Equal Pay, Disability Discrimination Acts, Employment Regulation Acts of 1996, 1999, 2002 as well as the Part Time Workers Regulations and the Fixed Term Employees Regulations.