



APPLICATION FOR EMPLOYMENT GUIDANCE NOTES

Reviewed: February 2025

Review Date: January 2026

*These notes are for information only and do not constitute part of any
subsequent contract of employment.*



GUIDANCE NOTES

PLEASE READ THE FOLLOWING NOTES CAREFULLY BEFORE COMPLETING THE APPLICATION FORM.

Completing the enclosed application form is the first step in the recruitment process which may lead to an interview and the possible offer of employment. It is therefore most important that you complete ALL sections of the application form as fully and accurately as possible; if some parts are not relevant, write "*not applicable*" or "N/A" in that space.

The information you provide is covered by UK GDPR legislation. Please see our Application for *Employment Privacy Notice* for further details of why we need the information we have asked for and what we do with it.

- Please type or write clearly and legibly using black ink, as these forms may be photocopied.
- You must not send us your CV instead of filling in the application form, it will not be considered as a substitute, during the selection process. However, you may attach any other relevant supplementary information or documents.
- INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED AND MAY BE REJECTED WITHOUT FURTHER CONSIDERATION.
- Please note that, if short-listed for interview, proof of professional and/or relevant qualifications will be required as well as a completed criminal records self-declaration form and online search record form.



SAFEGUARDING AND CHILD PROTECTION

Legacy Youth Care Limited is committed to safeguarding and promoting the welfare of its children and young people and we expect all staff to share this commitment. Safeguarding is everyone's responsibility. You will be expected to engage in annual safeguarding training, be familiar with key policies and ensure you know the steps to take should you be made aware of a safeguarding or child protection concern. You will remain vigilant and act swiftly if you have concerns about a child and be an appropriate role model for both children and colleagues at all times.

Our Child Protection Policy can be found under the policies section of the school or children's home for which the post has been advertised.

Recruitment of all staff who work with young people at Kedleston Group, is in line with "Keeping children safe in education" guidance and is conditional on satisfactory references, enhanced DBS checks, barred list checks and prohibition checks (as appropriate).

Further information about DBS checks and documentation needed to apply for a check can be found here: <https://www.gov.uk/criminal-record-check-documents>

EMPLOYMENT OF EX-OFFENDERS

The suitability for employment of a person with a criminal record will vary, depending on the nature of the job and the details and circumstances of any convictions.

We will not unfairly discriminate against any applicant for employment based on conviction or other details disclosed. We will make appointment decisions based on merit and ability. If an applicant has a criminal record this will not automatically bar them



from employment with us. Each case will be decided on its merits in accordance with the objective assessment criteria.

All positions within our children's homes and schools are exempt from the provisions of the Rehabilitation of Offenders Act 1974. All shortlisted applicants will therefore be asked to declare convictions, cautions, reprimands or final warnings which are not filtered (or "protected" as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended)).

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 us 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 in one children's homes.

We will make a report to the Police and / or the DBS if we:

- receive an application from a barred person.
- are provided with false information in, or in support of an applicant's application;
or
- have serious concerns about an applicant's suitability to work with children.

ASSESSMENT CRITERIA

In the event that relevant information (whether in relation to previous convictions or otherwise) is volunteered by an applicant during the recruitment process or obtained



through a disclosure check, we will consider the following factors before reaching a recruitment decision:

- whether the conviction or other matter revealed is relevant to the position in question.
- the seriousness of any offence or other matter revealed.
- the length of time since the offence or other matter occurred.
- whether the applicant has a pattern of offending behaviour or other relevant matters.
- whether the applicant's circumstances have changed since the offending behaviour or other relevant matters; and the circumstances surrounding the offence and the explanation(s) offered by the applicant.

ASSESSMENT PROCEDURE

In the event that relevant information (whether in relation to previous convictions or otherwise) is volunteered by an applicant during the recruitment process or obtained through a DBS check, we will carry out a risk assessment by reference to the criteria set out above which will include inviting the person concerned to a discussion with the Director / Registered Manager / Responsible Individual to discuss the conviction(s) and circumstances.

Following this meeting a risk assessment will be carried out in conjunction with the HR, Director, Ofsted Consultant, and / or Head of Safeguarding, and a decision made and communicated back to the person concerned. For safer recruitment purposes, until this decision has been made the applicant should not commence employment.

If an applicant wishes to dispute any information contained in a disclosure, they may do so by contacting the DBS. In cases where the applicant would otherwise be offered a position were it not for the disputed information, we may, where practicable and at our



discretion, defer a final decision about the appointment until the applicant has had a reasonable opportunity to challenge the disclosure information.

RETENTION AND SECURITY OF DISCLOSURE INFORMATION

It is our policy to observe the guidance issued or supported by the DBS on the use of disclosure information. In particular, we will:

- store disclosure information and other confidential documents issued by the DBS in locked, non-portable storage containers, access to which will be restricted.
- not retain disclosure information or any associated correspondence for longer than is necessary, and for a maximum of six (6) months.
- keep a record of the date of a disclosure, the name of the subject, the type of disclosure, the position in question, the unique number issued by the DBS and the recruitment decision taken.
- ensure that any disclosure information is destroyed by suitably secure means such as shredding and prohibit the photocopying or scanning of any disclosure information without the express permission of the individual to whom the disclosure relates.

EQUALITY AND DIVERSITY

Legacy Youth Care is committed to promoting a positive and diverse culture in which all staff and young people are valued and supported to fulfil their potential irrespective of their age, disability, gender reassignment, marriage, civil partnership, pregnancy and maternity, race, religion, belief, sex, or sexual orientation.



Legacy Youth Care values diversity in its workforce and is committed to employing the best candidate for any position. In order to minimise the risk of discrimination, Legacy Youth Care will focus solely on establishing a candidate's relevant skills, qualities and experience throughout the recruitment process and only requests personal details considered relevant to the post.

Where appropriate, Legacy Youth Care will endeavour to make all reasonable and effective adjustments during the recruitment and selection process.

As part of our commitment to equality of opportunity, we collect monitoring data on all applicants for our roles, by asking applicants to complete an equal opportunity monitoring form. This monitoring form is voluntary, but the information we collect is very useful in helping us to ensure we are inclusive in our advertising and recruitment.

This form will be separated from your application form before the short listing and interview process begins and will not be available to the selection panel. The information provided on the form will be used for statistical monitoring purposes only.

Recording of data will be anonymous and the form will be destroyed no later than 6 months after the role closes. For successful appointees, monitoring data will be kept on employment profiles and will only be accessible by the employee and relevant members of the HR team.