Northern School of Contemporary Dance

Application Guidance and Recruitment Information

Thank you for your interest in our vacancy. The following information is to assist you in the School's application process.

General Guidance Notes

Please ensure that your application form arrives by the closing date, late applications will not be accepted.

Please sign and date your application form to declare that the information you have provided is accurate. If submitting the application form electronically, printing your name is a declaration that the information is accurate.

Please note that CV's are **not accepted** as an application but may be submitted alongside a completed application form.

Sections relating to Employment

Please complete this section as fully as possible giving exact dates of previous employment, including any unpaid or voluntary work, commencing with your most recent employment. If there are gaps in your employment please state the reasons why (e.g. gap year, career break, unemployed).

Sections relating to Academic/Professional Qualifications

Please complete these sections listing your most recent achievement or those you are currently working towards, detailing results and dates. Any specific qualifications required for the position will be stated in the Job Description and Person Specification.

Section relating to Information in Support of your Application

In this section you should address each point on the Person Specification, providing information, examples and evidence to illustrate how you meet the criteria for the job.

Please remember to sign the declaration on the final page of the application form.

Interview and Selection Process

If you are successful at the shortlisting stage you will be given at least five working days' notice of a job interview. Applicants who have not been shortlisted for interview will be contacted by email or post to be informed that, on this occasion, their application has been unsuccessful. If your application is unsuccessful, please do not let this deter you from applying for future positions at the School.

As part of the selection process, along with assessing your skills and knowledge against the criteria of the role, specific questions will be asked at the interview to enable us to assess your suitability to work with under 18's and vulnerable adults.

PRE-EMPLOYMENT CHECKS

References

Two satisfactory references must be received before we confirm any offer of an appointment. One of your referees must be your current or most recent employer and will be requested once an offer of employment has been made.

The information we request will relate to length of service, skills, abilities, suitability for the job, if there have been any disciplinary issues and suitability to work with under 18's and vulnerable adults.

Copies of references or references addressed to 'whom it may concern' will not be accepted. We may contact your referees to verify any discrepancies, anomalies or relevant issues as part of our recruitment verification process.

Disclosure and Barring Service (DBS) Check

Employment at the School is subject to an enhanced check from the Disclosure and Barring Service. Checks will be made against the Barred List.

Having a criminal record will not necessarily bar you from working with us. This will depend on the nature of the position and the circumstances and background of any offences. For further information about our use of Criminal Records information, please refer to our Policy Statement on the recruitment of ex-offenders on our website.

All posts are exempt from the Rehabilitation of Offenders Act 1974, (meaning that all posts at the School are classed as regulated activity). As an employer we are only entitled to request information about convictions, cautions, reprimands and final warnings that are not protected. Convictions that are not protected will appear on an Enhanced Disclosure, even though they are spent.

Validation of Qualifications

Where specific qualifications are required for the position, this will be included in the Job Description and Person Specification. You should complete this section giving details of relevant results and dates. If your application is successful, you will be required to provide verification of these qualifications following your interview.

Right to Work in the United Kingdom

As part of the School's compliance with the Asylum and Immigration Act 1996, if you are invited to attend an interview, you will be requested to bring with you an original document, i.e. your passport (and visa if applicable) and/or your national identity card, indicating your nationality and your right to take up employment in the UK. This will be copied and verified by a member of staff.

Overseas Checks

Where applicants have lived or worked abroad in the past 5 years for a period of 3 months or more, we will carry out appropriate overseas checks. This will include an EEA check for those applying for a teaching role.

Prohibition Checks

As NSCD works with under and over 18's we work with the statutory responsibilities under the Education Act as outlined in Keeping Children Safe in Education 2018 we will carry out a check on an applicant applying for a teaching role to ensure they are not prohibited from this type of work.

Disabled Applicants
We encourage everyone to apply for jobs at Northern School of Contemporary Dance and will consider all applications, regardless of circumstances. We welcome those who wish to declare a disability to do so, all personal details will be dealt with in a confidential manner. If you have disclosed a disability and are invited to attend an interview. The HR Manager will contact you to discuss any reasonable adjustments that will support you to attend the interview.

Under the Equality Act 2010, we are legally required to consider making reasonable adjustments to ensure disabled candidates are not disadvantaged in our recruitment and selection process.

If you have a disability which could prevent you from carrying out any aspect of a post, we still encourage you to apply. We will make every effort to make reasonable adjustments under the terms of the Equality Act to enable a candidate with a disability to take up the post. Please contact the HR Manager, if you would like to discuss this in more detail.

If you require any of our information in a different format/font, please ask.

Safeguarding
NSCD is committed to safeguarding and promoting the welfare of young people and vulnerable adults and expects all staff and volunteers to share this commitment.

Equal Opportunities
Northern School of Contemporary Dance is an Equal Opportunities Employer and welcomes applications from suitably qualified people from all sections of the community. We are committed to promoting best practice in our efforts to eliminate discrimination and to create a working and learning environment where everyone is treated fairly and with respect. We take action to ensure that nobody is treated less favourably than anyone else due to their colour, race, ethnic or national origin, religion, gender, sexual orientation, disability or age.

Data Protection - Personal information policy
The School is registered under the Data Protection Act 1998 to hold information about applicants. Application forms from unsuccessful applicants will be kept for 6 months and then destroyed.

General Data Protection Regulations
Please be assured that your personal data will be treated in a secure and confidential manner as set out in our Recruitment Privacy Notice.

Safeguarding Children & Vulnerable Adults
Northern School of Contemporary Dance is committed to safeguarding and promoting the welfare of students and vulnerable adults and expects all staff and volunteers to share in this commitment in every aspect of their work.

Health & Safety
It is the responsibility of all employees to co-operate with the School in meeting the objectives of providing a healthy and safe place of work. Therefore all staff must carry out their work with reasonable care for the health and safety of themselves and other people. Accidents or near misses must be reported and safe working procedures must always be followed.