

Recruitment, Selection and Application Guidance

Please ensure that your application form arrives by the closing date, late applications will only be considered in exceptional circumstances.

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.

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.

Interview and Selection Process

If you are successful at the shortlisting stage, you will be given at least 5 working days' notice of an interview. Applicants who have not been shortlisted for interview will be contacted by email 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.

References

Two satisfactory references must be received before we confirm the 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 where applicable.

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.

All our 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. For information regarding what criminal records history will appear and should be disclosed, please see the relevant flow charts. Alternatively, guidance can be found on the DBS website.

Guidance about whether a conviction or caution should be disclosed can be found on the Ministry of Justice website.

Shortlisted candidates are required to complete a self-disclosure form to be returned to the HR Manager prior to interview.

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. Further guidance can be found here: <https://www.gov.uk/government/publications/criminal-records-checks-for-overseas-applicants>

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.

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 confidentially destroyed.

Benefits of Working at Northern School of Contemporary Dance

Pension Scheme: employees are automatically opted into the Local Government Pension Scheme (West Yorkshire Pension Scheme) or the Teachers' Pension Scheme.

Annual Leave Entitlement: we offer a generous annual leave entitlement plus bank holidays (pro rata for part time staff) and up to 3 discretionary closure days, normally over the Christmas period.

Free Staff Parking

Staff Training and Development

Free or Discounted Riley Theatre Tickets

Family Friendly Policies

Policy Statement on the Recruitment of Ex-Offenders

As an organisation assessing applicants' suitability for positions which are included in the Rehabilitation of Offenders Act 1974 (Exceptions) Order using criminal record checks processed through the Disclosure and Barring Service (DBS), the School complies fully with the Code of Practice and undertakes to treat all applicants for positions fairly. The School undertakes not to discriminate unfairly against any subject of a criminal record check on the basis of a conviction or other information revealed.

The School can only ask an individual to provide details of convictions and cautions that the School are legally entitled to know about. Where a DBS certificate at either standard or enhanced level can legally be requested (where the position is one that is included in the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 as amended) and where appropriate Police Act Regulations (as amended), the School can only ask an individual about convictions and cautions that are not protected.

The School is committed to the fair treatment of its staff, potential staff or users of its services, regardless of race, gender, religion, sexual orientation, responsibilities for dependants, age, physical/mental disability or offending background.

The School actively promotes equality of opportunity for all with the right mix of talent, skills and potential and welcome applications from a wide range of candidates. The School selects all candidates for interview based on their skills, qualifications and experience.

Job adverts and recruitment briefs will contain a note that an application for a DBS certificate will be submitted in the event of the individual being offered the position.

The School will ensure that staff who are involved in the recruitment process have been suitably trained to identify and assess the relevance and circumstances of offences. The School also ensures that they have received appropriate guidance and training in the relevant legislation relating to the employment of ex-offenders, e.g. the Rehabilitation of Offenders Act 1974.

At interview, or in a separate discussion, the School will ensure that an open and measured discussion will take place on the subject of any offences or other matter that might be relevant to the position. Failure to reveal information that is directly relevant to the position sought could lead to withdrawal of an offer of employment.

The School will undertake to discuss any matter revealed on a DBS certificate with the individual seeking the position before withdrawing a conditional offer of employment.

Further information regarding conviction information

On the 29 May 2013, legislation came into force that allows certain old and minor cautions and convictions to no longer be subject to disclosure.

In addition, employers are no longer able to take an individual's old and minor cautions and convictions into account when making decisions.

All cautions and convictions for specified serious violent and sexual offences, and other specified offences of relevance for posts concerned with safeguarding children and vulnerable adults, will remain subject to disclosure. In addition, all convictions resulting in a custodial

sentence, whether or not suspended, will remain subject to disclosure, as will all convictions where an individual has more than one conviction recorded.

Applicants can refer to the guidance and criteria on the DBS website which explains the filtering of old and minor cautions and convictions which are now 'protected'.

The Recruitment of Staff exempted from the Rehabilitation of Offenders Act

The Disclosure and Barring Service (DBS), has been established by the UK Government to provide a system for background checks on employees and volunteers, known as 'disclosures'

Employers and voluntary organisations are required by law to check someone's criminal record if they apply for certain jobs or voluntary work, e.g. working with children, vulnerable adults or in healthcare.

Applicants will be informed at interview that the position requires:

An enhanced with list DBS check: This covers the same information as the standard check, plus any additional information held by local police that's reasonably considered relevant to the role being applied for. This is an enhanced check plus a check of the DBS barred lists. An employer can only ask for a barred list check for specific roles. It is a criminal offence to ask for a check for any other roles apart from those listed below.

NSCD uses an umbrella body (a registered body which gives access to the DBS) to carry out and pay for these checks.

An individual can challenge any information that is disclosed on a DBS certificate relating to an enhanced disclosure, which HR would do. The Protection of Freedoms Act 2012 also allows for individuals other than the applicant to challenge a DBS certificate if it is believed that it is inaccurate.

Barred individuals are placed on one of two barred lists:

The Children's Barred List and the Adults' Barred List. If an individual will be working in a regulated activity they will be checked against the relevant barred list.

Employers and personnel providers have a legal duty to refer relevant information about Individuals to the DBS. They must do this if they remove an individual from a regulated activity on the basis that they have caused harm to a child or adult.

NSCD will comply with the code of practice drawn up by the DBS. This code is designed to ensure that all disclosure information is handled confidentially and fairly within an organisation. All disclosure information must be kept securely and disposed of when decisions based on them have been made.

A DBS check has no official expiry date. Any information included will be accurate at the time the check was carried out. NSCD re-news individual DBS checks every 3 years and would expect that an employee would disclose any change that is likely to flag up immediately.

Applicants and employers can use the DBS update service to keep a certificate up to date or carry out checks on a potential employee's certificate.

Under the Update Service, the employer will be able to carry out an instant on-line check to view the existing check and see if anything has been added since the original check was carried out. This is called a 'status check'.

The employer must have the applicant's verbal or written permission before carrying out a status check. This means that individuals will not need to make an application for a new check each time they start work in a new regulated activity.

Employee's are responsible for paying the annual fee of £13 to be registered with this service.

Rehabilitation of Offenders Act 1974: exists to support the rehabilitation into employment of reformed offenders who have not reoffended. Following a specified period (depending on the sentence) some convictions may become spent. As a result, the offender is regarded as rehabilitated. This means they are treated as if they had never committed or been charged or prosecuted for the offence. Therefore they are not required to declare their spent cautions or convictions in a job application.

All cautions and convictions may eventually become spent with the exception of prison Sentences. (See Table of Rehabilitation Periods for more information). A person does not have to reveal a conviction unless an exception applies (See Exceptions to the Act).

Consecutive and Concurrent sentences: An offender may receive more than one sentence at the same time the total rehabilitation period will depend on whether the sentences run concurrently (at the same time) or consecutively (one after the other). If Concurrent sentences are imposed, then the longest applicable rehabilitation period will apply to all sentences e.g. A four month and six month prison sentence ordered to run concurrently will count as a single term of six months (carrying a buffer period of two years from the end of the sentence. This gives a total rehabilitation period of two years and 6 months before both convictions can be considered spent.)

If consecutive sentences are imposed, then the sentences will be added together to calculate the rehabilitation period. E.g. a four month and six month prison sentence will count as a 10 month sentence (carrying a buffer period of four years from the end of the sentence, giving a total rehabilitation period of four years and ten months before the convictions can be considered spent).

Protection of a rehabilitated person:

The unauthorised disclosure of information about a spent conviction is illegal. Unauthorised disclosure is where an official with access to information about the persons' criminal record discloses this information other than in the course of official duties. Serious misuse of a person's criminal record could result in a prison sentence or a fine or both.

Exceptions to the Act: Various occupations, professionals and types of employment are exempt from the Rehabilitation of Offenders Act 1974 which you can find [here](#) . The Exceptions Order over rules the employment rights of an ex-offender they would otherwise have in respect of spent convictions.

Exoffenders have to disclose information about spent, as well as unspent convictions, provided the employer states clearly on the application form or at the interview that the job applied for is exempted.

Sentence/disposal	Rehabilitation period for Adults	Rehabilitation period for under 18's
Custodial sentence of over 4 years, or a public protection sentence	Never spent	Never spent
Custodial sentence of over 30 months (2 ½ years) and up to and including 48 months (4 years)	7 years	3½ years

Sentence/disposal	Rehabilitation period for Adults	Rehabilitation period for under 18's
Custodial sentence of over 6 months and up to and including 30 months (2 ½ years)	4 years	2 years
Custodial sentence of 6 months or less	2 years	18 months
Fines 1 year 6 months, absolute discharge	None	None
Community order or youth rehabilitation order	1 years	6 months
Simple caution, youth caution	Spent immediately	Spent immediately

What is a spent conviction?: Some sentences can become spent after fixed periods from the date of conviction. The length of a rehabilitation period will depend of the sentence as outlined in the table above.

Suspended Sentences: A suspended prison sentence is treated as one that has taken effect and the rehabilitation period is the same as for the full sentence.

Filtering of old and minor cautions and convictions: Filtering is the term the DBS use to describe the process which will identify protected convictions and cautions and ensure that they are not disclosed on a DBS certificate.

Since 2013, under a change to the Rehabilitation of Offenders Act 1974 (Exceptions), certain old and minor cautions and convictions will no longer be disclosed on a DBS certificate.

For those of 18 years or over at the time of committing an offence the conviction will be removed from a DBS record if:

- 11 years have elapsed since the date of conviction, and
- it is the person's only offence, and
- it did not result in a custodial sentence.

However, it will not be removed if it appears on the list of offences relevant to safeguarding. If a person has more than one offence, then details of all their convictions will always be included.

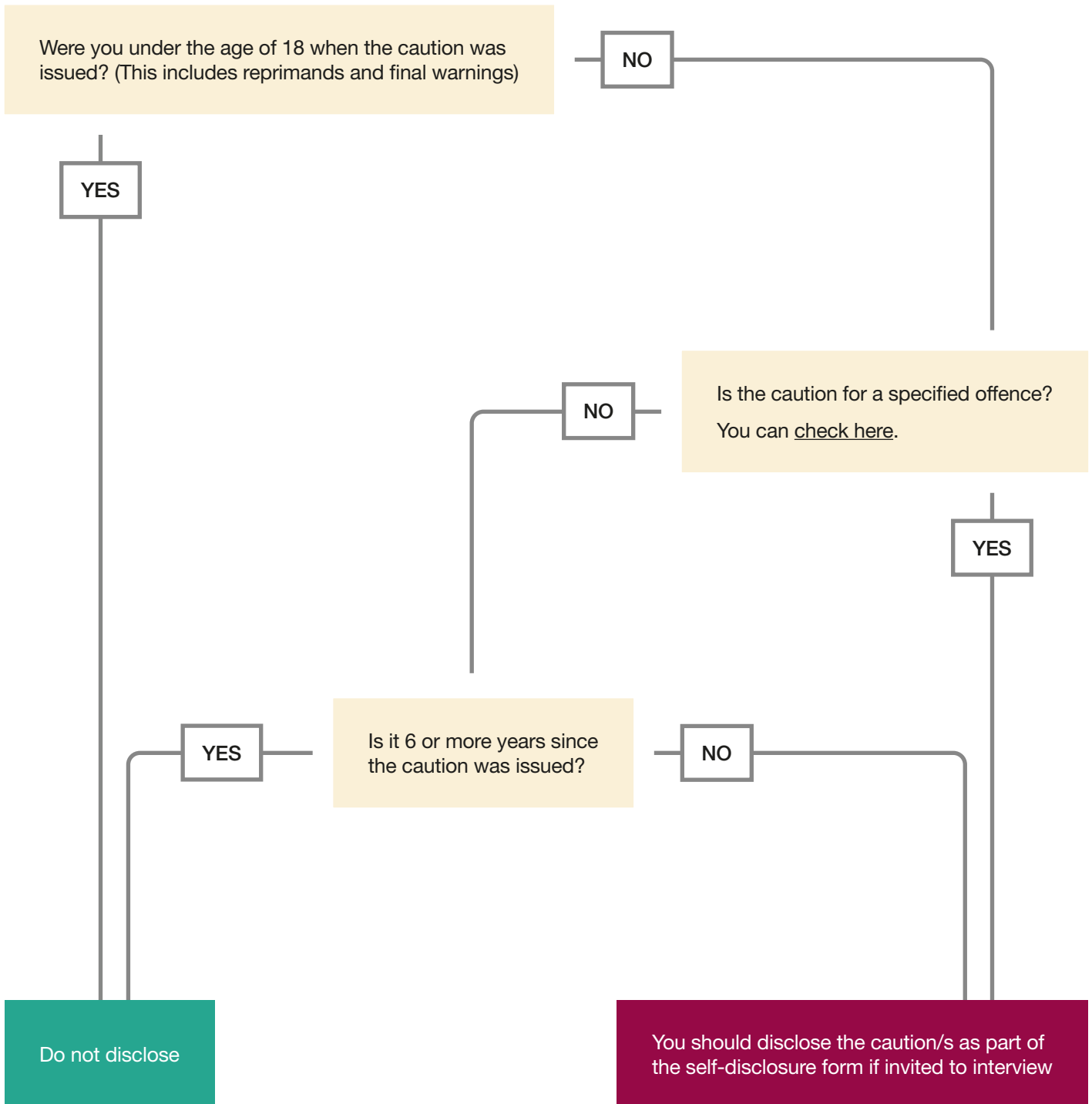
A caution issued to an adult will be removed after six years have elapsed since the date of the caution and if it does not appear on the list of offences relevant to safeguarding.

For those under 18 years at the time of committing the offence:

- The same rules apply as for adult convictions, except that the elapsed time period is five and a half years.
- The same rules apply as for adult cautions, except that the elapsed time period is two years.

[List of offences that will never be filtered from a DBS certificate - GOV.UK \(www.gov.uk\)](http://www.gov.uk)

Disclosure of a Caution



Disclosure of a Conviction

Is this conviction currently 'spent' under the [Rehabilitation of Offenders Act 1974](#)?

NO

YES

Is the conviction for a specified offence? You can [check here](#).

YES

NO

Did you receive a custodial or suspended custodial sentence as a result of the conviction?

YES

NO

Were you under the age of 18 at the time of the court decision?

YES

NO

Was the conviction more than 5 ½ years ago?

YES

NO

Was the conviction more than 11 years ago?

YES

NO

Do not disclose

You should disclose the caution/s as part of the self-disclosure form if invited to interview