

The NASUWT Recruitment Process

1. Our Commitment

- 1.1 The NASUWT is determined to have the most effective workforce possible. Our members, all of whom are teachers working across the UK and in the Crown Dependencies, deserve no less.
- 1.2 Our recruitment processes are designed to eliminate, as far as possible, bias and ensure that we appoint new staff on the basis of objective assessment of merit and potential. We do this by;
 - (i) training staff involved in making recruitment and selection decisions;
 - (ii) excluding information relating to your sensitive personal data from the decision-making process;
 - (iii) ensuring that appointment panels are inclusive and representatives;
 - (iv) Ensuring that job applicants are clearly informed about the job application and decision making process.

2 Training

- 2.1 Appointment panels will be chaired by a senior manager trained in fair recruitment practices. The panel chair will be supported by a member of our personnel team and by at least one other manager.

3 Before Applying

- 3.1 Prior to submitting your application form you may find it helpful to discuss the role with an NASUWT employee who is not involved in the selection process. This may help you to identify the type of evidence you will need to provide in your application. Similarly, you may wish to visit the workplace in order to assess whether it is somewhere you want to work. To arrange this please email the personnel team (personnel@mail.nasuwt.org.uk).

4 Making an Application

- 4.1 Stand-alone CV's are not accepted and you will need to complete our two-part application form.
- 4.2 The first form, *Part One (Personnel)*, will be seen only by a member of the personnel team who is not otherwise involved in the recruitment process. It includes all the information that the Employer needs in order to:
 - (i) sift out candidates who do not meet strictly objective criteria (e.g. they do not have the right to work);

- (ii) identify and consider any reasonable adjustments necessary for your full participation in the recruitment process;
 - (iii) collate data and conduct statistical analysis on the protected characteristics of job applicants, shortlisted candidates and appointees in order to identify any possible areas of bias or discrimination;
 - (iv) collate post-interview information such as references, Occupational Health and DBS checks for final consideration by the chair of the interview panel before any offer of appointment is made.
- 4.3 *Part Two (Shortlisting)* includes all the information that the appointment panel needs to assess your application. It does not seek any information that can be used to directly identify individual job applicants or their personal characteristics (e.g. age, gender, ethnicity, disability, sexual orientation).
- 4.4 ***PLEASE DO NOT PDF YOUR APPLICATION – The application should be submitted as a word document.***

5 Completing the Application Form

- 5.1 Both the Part One Application Form (Personnel) and the Part Two Application Form (Shortlisting) must be completed in order for your application to be considered.
- 5.2 The strongest applications are those that are carefully drafted by applicants taking account of the requirements of the job as set out in the Job Description and Person Specification. The Application (Shortlisting) Form has been designed to help you to demonstrate fully the knowledge, skills, experience and commitment relevant to the post you are seeking.
- 5.3 It is extremely important that you include your National Insurance Number on both forms. This is so we can link them together after both the shortlisting and interview stage and notify you of the progress of your application. If you do not have a National Insurance number then another unique number such as your driving licence, passport or work permit is acceptable.
- 5.4 The Application Form (Shortlisting) form asks you to provide information on your professional qualifications, your academic qualifications and any relevant training you have attended. This is to help the panel assess the degree to which you have relevant knowledge for the role. Similarly, you are asked to provide information on your employment history and explain any gaps in employment that are not the result of starting or raising a family.
- 5.5 Applications for all posts in the NASUWT are assessed against the Person Specification included in your Application Pack. The Person Specification is used to structure the final part (Section Three: Supporting Information) of the Application Form (Shortlisting) so that you are able to present your evidence as effectively as possible. When completing this section, you will need to consider the role for which you are applying and include examples that demonstrate you have, or have the potential to develop, the knowledge and skills to effectively meet the responsibilities and expectations of the post. Recent examples and those

which are more contextually relevant will be scored higher than ones which are less relevant or took place many years ago.

- 5.6 It is important to use as many examples as possible and not just rely on one instance that you are particularly proud of – stronger applications demonstrate that you are able to apply your knowledge and experience in a range of situations. Similarly, if you have received training in an area, you should explain how you have applied the outcomes of the training you have received.

6 Declaration

- 6.1 You must sign the application forms to confirm that you have provided a complete, truthful and accurate account of yourself and your career history and notified us of any potential conflicts of interest such as the employment of relatives. A dishonest declaration may result in your exclusion from the process, the withdrawal of an employment offer, or dismissal after appointment.

7 The Shortlisting Process

- 7.1 The Shortlisting Panel will be provided with the following:
- (i) all the Application Forms (Shortlisting) that have been received from applicants;
 - (ii) Job Description;
 - (iii) Person Specification;
 - (iv) a Shortlisting Form for each applicant.
- 7.2 Individual panel members will review each application form independently before coming together to discuss. They will then agree together whether each candidate should be considered further for interview.

8 Long-Listing

- 8.1 On occasion the short-listing process may be preceded by a longlisting process where all applicants, save those sifted out by personnel, attend a short interview of around 30 minutes with at least two members of the interview panel or an external agency in order to discuss their application in detail.

9 The Interview Process

- 9.1 The NASUWT will undertake interviews with applicants who have been shortlisted on the basis of potential suitability for a vacancy. Interviews may be supplemented with one or more additional exercises to examine the suitability of candidates, and to confirm whether they have the requisite knowledge or skills for the post. Candidates will be advised of the process to be followed when they have been invited to interview. The purpose of the interview is to draw out as much information as possible about each candidate, within the permitted time. It is important that candidates answer as fully as possible the panel's questions, and avoid making assumptions about what the panel will know about you (e.g. from reading your application form).

- 9.2 Interviews may be conducted face to face or virtually.
- 9.3 Candidates may be provided with sight of the interview questions immediately prior to the actual interview and allowed between 20 and 30 minutes to consider their responses and to make notes, which can be referred to during the interview itself. During the interview, you will be asked to provide your response to each question in turn and members of the panel will be invited to ask you any follow up questions generated because of your responses. Consequently, whilst all candidates will be asked the same substantive questions, different candidates may be asked different follow up questions depending on their answers to the panel's questions.
- 9.4 Individual members of the panel will assess each interview candidate independently before discussing together whether an appointment can be made and the priority order of applicants seen at interview. The successful applicant will be offered the post subject to receipt of satisfactory references and any other post-interview checks. A reserve candidate may also be identified by the panel.
- 9.5 On some occasions, one or more candidates may be called for a second interview if the panel has been unable to choose between them.

10 Post-Interview Checks

- 10.1 The personnel team is responsible for collating post-interview data on the preferred candidate. This consists of the following:
- (i) two satisfactory references including one from your current and/or most recent employer;
 - (ii) documentation and DBS Checks;
 - (iii) an Occupational Health Check;
 - (iv) an Internet Search.
- 10.2 Once completed the full set of information is provided to the Chair of the Appointment Panel who will authorise an unconditional offer. If he or she has concerns, then they will consult with the rest of the panel and meet with you before making a final decision.
- 10.3 References are used to confirm information provided as part of the appointment process and to check that there are no undisclosed issues that may have affected the panel's decision. You will be notified before we contact your referees.
- 10.4 Prior to shortlisting a member of the personnel team will review the referees you have nominated and may contact you if alternatives are required, e.g. they are not your current employer or if you have only been employed by them for a few weeks.
- 10.5 You will be required to provide copies of any professional, academic and/or training records that have been instrumental in your appointment. In addition, there will be statutory checks required to confirm your right to work in the UK and, for those posts that require access to schools, a Standard DBS check may be required. Other posts are subject only to a Basic DBS

check that confirms the criminal conviction information provided in your Application Form (Personnel). The level of DBS Check relevant to your post is included on the person specification.

- 10.6 All successful candidates are required to complete a confidential medical history form for our Occupational Health Advisors. You will need to return this directly to them and not to the NASUWT. Occupational Health will review the form and, if there are concerns, conduct a telephone/video or in person interview with you to get more detail. Following this they will notify us that:

- (i) you can be appointed with no adjustments;
- (ii) you can be appointed but will need the following reasonable adjustments...;
- (iii) you cannot be appointed.

- 10.7 If adjustments need to be made then these will be discussed with you to ensure that they can be accommodated and that, if adopted, are done so correctly.

11 Appointment

- 11.1 Once all post interview checks have been completed an unconditional offer of employment will be made. It is only after receiving this unconditional offer that you should notify your current employer that you have another job and are giving the requisite notice.

12 Data Protection

- 12.1 If your application is successful, then all the records pertaining to your appointment will be maintained electronically as part of your personnel record. Your personnel record is retained for 7 years after your leaving date.

- 12.2 All records relating to unsuccessful applications will be deleted 6 months after applicants have been notified of the outcome.

- 12.3 No information relating to your application will be shared with third parties unless this is necessary to:

- (i) provide access to benefits such as a pension or company car (if eligible) or;
- (ii) conduct the post-interview checks described above
- (iii) obtaining additional health advice necessary for us to support your employment effectively or;
- (iv) respond to a complaint or legal claim.