Recruitment Guidance Notes
South Gloucestershire & Stroud Academy Trust

Before completing your application form, please read the following carefully.
If you have any questions, contact the Human Resources Department:
Phone: 01452 915818
Email: sgsathrservicedesk@sgsat.org.uk

Application & Shortlisting
Shortlisting is based only on the information provided in your application.
Refer to the job description and advertisement to help you complete the form

Right to Work in the UK
All offers are subject to proof of eligibility to work in the UK (Immigration, Asylum and Nationality Act 2006).
You must bring original documents to your interview.
If you do not have a British passport, contact HR for advice on alternative documents.

Education & Qualifications
If invited to interview, bring original certificates for all qualifications listed in your application.

Employment History
List your current or most recent employer first, followed by previous roles in chronological order.
Explain any gaps in your employment history.

References
A minimum of two references is required, ideally from previous employers (including your current or most recent).
References must cover at least the past three years of employment, education, or training.
If you've been with one employer for 5+ years, one reference may be enough.
New graduates should provide a tutor or teacher as a reference.
Self-employed applicants should provide an accountant's details.
For school-based roles, references will be taken before the interview in accordance with DfE's Keeping Children Safe in Education.

If you have difficulty providing references, contact HR.

Personal Statement
This is the most important part of your application.
Use this section to explain how your skills, experience, and qualifications meet the requirements.
You may include voluntary work, hobbies, or interests that support your application.

Disability Confident Scheme
South Gloucestershire & Stroud Academy Trust is committed to being Disability Confident.
If you consider yourself disabled (as per the Equality Act 2010) and meet the minimum criteria, you will be guaranteed an interview.
Indicate this clearly on the application form if you wish to be considered under this scheme.

Closing Date
Closing dates are listed in the job advertisement.
Contact HR if you're having trouble submitting your application on time.

Interviews
You will be notified via email within 3 weeks of the closing date if shortlisted.
Teaching roles may include a micro-teach session or presentation.
Other roles may include testing—details will be shared in the invitation.
Please note: The Trust does not cover interview expenses (travel, accommodation, meals).

Feedback
Unsuccessful applicants can request feedback by emailing: hrservicedesk@sgscol.ac.uk
If you believe the process was unfair, submit a written complaint to the Head of HR:
Within 6 weeks (if not shortlisted)
Within 2 weeks (if interviewed but not appointed)

Data Protection (GDPR & Data Protection Act 2018)
Your information will be used only for recruitment and stored securely for up to 1 year.
You can request not to have your data retained.

Equal Opportunities
- Complete the Equal Opportunities Monitoring Form during the online application.
- Used only for statistical and monitoring purposes.

Safeguarding & Criminal Records
All roles are exempt from the Rehabilitation of Offenders Act 1974.
You must declare any relevant convictions, cautions, or pending charges (except those that are ‘protected’).
See guidance:

DBS filtering guidance – GOV.UK
Nacro: Rehabilitation of Offenders Act
Check when to disclose – GOV.UK

If you have a non-protected conviction, email details to hrdisclosures@sgscol.ac.uk
(Subject: Private and Confidential, include Job Reference)
Shortlisting managers do not see criminal record details.
At interview, you'll be asked to provide ID for a DBS check.
See list: Documents for DBS – GOV.UK
Overseas applicants – follow specific guidance.
A criminal record does not automatically disqualify you from employment.
Decisions are based on the nature and circumstances of the offence.
Related policies are available under each job advert on the SGS Academy Trust website.

HR Contact Information
Human Resources Department
Phone: 01452 915818
Email: sgsathrservicedesk@sgsat.org.uk