

# Application & Recruitment Process



Typical recruitment process at Rebus Training. We may choose to extend the process depending on the job vacancy and or number of applicants such as adding skills tests or an observed lesson. Any changes to the intended timescales as a result of these additions would be advised at the earliest opportunity.

At Rebus Training part of our business includes working with children aged 16 or 17. Safeguarding children is fundamental to our recruitment policy. For this reason shortlisted applicants will be required to provide details for two referees and if considered for the position, complete a DBS check. The result of this is a condition for a contract of employment.

If you have not been contacted within two weeks of the application closing date Rebus Training would like to thank you for your interest but your application has not been successful on this occasion.

## **Applicant shortlisting**

Shortlisted applicants will be contacted within one week of the application closing date.

Shortlisted candidates will be asked to complete an application form/skill scan online and forward a CV to [careers@rebustraining.co.uk](mailto:careers@rebustraining.co.uk). This will include providing details of two referees.

- *Your referees will usually be a combination of your current or most recent employer and your most recent instance of working with children. These should cover roughly five years in your career history where possible.*
- *Referees will be asked to state the following in the company reference form:*
  - *Any disciplinary or child protection issues*
  - *Any reasons why you should not be employed for work with children*
  - *Your reasons for leaving*
- *We will not accept references from relatives or referees writing solely in the capacity of friends.*

## **Closing date for shortlisted applicants:**

Your completed application form and CV must be provided no later than two weeks after the application closing date.

## **Interviews:**

You will be contacted within two working days of the closing date for shortlisted candidates to either invite you to interview or advise you that your application has been unsuccessful. All interviews will be carried out within two weeks of the closing date for shortlisted candidates.

When attending an interview you should bring with you, documents confirming any educational and professional qualifications that are necessary for the post.

Following the interview period you will be contacted within two working days with an offer of employment or to advise you that you were unsuccessful on this occasion.