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, details of two referees will be asked for on the application form 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 four 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.

On receipt of applicant's CV, any shortlisted candidates will be asked to complete an application form/skill scan online, which will also 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.*

All shortlisted applicants will be required to Complete a Criminal Record & Safeguarding Self-Declaration.

Closing date for shortlisted applicants:
Your completed application form must be returned within 3 days of receipt.

Interviews:
Shortlisted candidates will be contacted within one week of the closing date to be invited for an interview. All interviews will be carried out within three weeks of the closing date. If you have not been invited for an interview within this period, your application has been unsuccessful.

When attending an interview you should bring with you any documents confirming any educational and professional qualifications that are necessary for the post. You will also need to provide three forms of ID to confirm your identity. Where you are unsuccessful, Rebus Training shall destroy all photocopied ID documents provided.

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.