ACCORD MULTI ACADEMY TRUST

RECRUITMENT

Frequently Asked Questions

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RECRUITMENT
FAQs

Can I apply with a CV or covering letter?

No. Accord Multi Academy Trust is committed to the principles of Safer Recruitment. This means we don't accept CVs as a form of application.

Please fill out the application form fully. You may choose to include some of the information from your CV or attach this alongside the completed application form.

Can I apply for more than one vacancy at a time within the same academy or academies across the Trust?

Yes. You may be interested in more than one vacancy. You are welcome to apply to any vacancy you feel you meet the essential criteria for. You should tailor each application to each job applied for to demonstrate meeting expectations required of each role. Please specify on each application form the job role you are applying for and at which academy.

What should I include in my application form?

We encourage you to write an original supporting statement within the application form to include details on your previous experience relative to the role you are applying for. Ensure your personal statement describes how your competencies and skills evidence your suitability for the vacancy and how you meet the essential criteria. Please see the below link for our application form guidance.

https://accordmat.org/wp-content/uploads/2023/04/Accord-Application-Form-Guidance-Notes-Updated.pdf

Please ensure that you check through your application thoroughly for any mistakes before submitting it. Remembering that this is the first impression of you as an applicant to the Trust.

I am having issues with my application. How do I get help?

If you have a query relating to a specific vacancy, the role requirements or recruitment process, or experience any technical issues please email the HR Department at **hr@accordmat.org** or call 01924 282748.

What should I do if I've made a mistake in my application?

If you have made a fundamental error and need to request a change after submitting your application, please contact **hr@accordmat.org** and attach an updated application form and request to overwrite the former. We cannot guarantee that we will always be able to use your updated application once an application has been submitted if it is after the closing date.

What happens once I have made an initial application?

You will receive an email confirming receipt of your application once it has been submitted to **hr@accordmat.org**. We may contact you for some more information at this stage, if necessary.

What happens after the closing date?

Following the closing date, the shortlisting panel will review all applications and assess them against the job description and person specification for the role.

Shortlisted candidates can expect to be contacted by telephone and then a follow up email to confirm shortlisting and interview arrangements within a maximum of four weeks following the closing date. Waiting times may be slightly longer during school holidays.

If you are shortlisted for interview, we aim to give at least one week's notice of the interview date. This is not always possible and an invitation to attend an interview may be at short notice. If the proposed interview arrangements are not suitable, please contact us and, where possible, we will try to rearrange your interview – however this cannot be guaranteed.

If you apply for a role and you don't hear from us within the four-week period following the advert closing date, please assume that you have been unsuccessful for shortlisting. If you wish to query this or request feedback on your application, please contact **hr@accordmat.org**.

I have a disability. What support will I be offered?

As an applicant for a vacancy at Accord Multi Academy Trust, your application will be considered based on your skills, experience and competencies, irrespective of any disability you may have. Selection for interview is based on the fit between your skills and experience and the essential criteria listed in the person specification.

If you are invited to interview, you will be asked to disclose whether there are any reasonable adjustments you require us to consider. Please advise us of any requirements you may have, and we will make reasonable adjustments wherever possible. Examples would be arranging a disabled parking space, ensuring the interview room is accessible or arranging for assistance during the interview.

You will be informed in advance of the location of your interview as well as the date, time and format of the selection process, for example whether there will be tests or if you will be required to give a presentation.

If you require any reasonable adjustments or assistance with any part of the selection process, please contact us as soon as possible to discuss how we can support you.

What do I need to prepare for an interview?

You will be informed in advance by letter via email, of the location of your interview as well as the date, time and format of the selection process, for example whether there will be tests or if you will be required to give a presentation. Please allow enough time to travel to the interview location to ensure that you arrive on time.

When preparing for the selection process and interview, you are encouraged to review your application form, the job description and person specification. This will help to make sure you understand the requirements of the role and recall the information you provided at the time of application, which will help you to feel confident going into your interview.

On receipt of your invite to interview letter, please ensure you ask any questions you may have in advance of the interview date via HR at **hr@accordmat.org** to ensure you are as fully prepared as possible.

What is the process after the selection process / interview?

Some of our selection processes have a number of parts and activities with further shortlisting taking place during the selection process day. Not all shortlisted candidates may make it to the final interview stage on the day. If this applies to the role you have applied for it will be confirmed in your invite to interview letter. All applicants will be contacted by telephone and advised of the outcome of the final interview. Feedback is offered to all shortlisted candidates and can be provided after the day over the telephone at a mutually agreeable time.

The successful candidate will be made a verbal conditional offer of employment over the telephone. Following verbal acceptance of the role you will receive a written conditional offer of employment sent via email – all you have to do is await satisfactory completion of your pre-employment checks and prepare for your new career with Accord Multi Academy Trust!

How is my data managed?

Applicants are encouraged to read our Recruitment Privacy Notice which can be found at https://accordmat.org/keyinformation/

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