



**FASHION
RETAIL
ACADEMY**

FASHION RETAIL ACADEMY
Updated April 2023

**FREQUENTLY ASKED QUESTIONS
AND RECRUITMENT GUIDE FOR
APPLICANTS**

CONTENTS

Content	Page
1 Guidance On Completing an Application	Page 3
2 Talent Bank / Job Email Alerts	Page 3
3 Recruitment Process and Timeframes	Page 4
4 Where is the Fashion Retail Academy?	Page 4
5 Where will my interview take place?	Page 4
6 Required interview documents: Right to Work in UK	Page 5
7 Required interview documents: Confidential Disclosure Form	Page 5-6
8 Safeguarding Statement and DBS / Employment Checks for Successful Candidates	Page 6
9 Typical Assessments at Interview Stage	Page 7
10 Diversity and Equal Opportunities Data	Page 7
11 Data Privacy	Page 7-8
12 Access Arrangements / Additional Support Needs	Page 8
13 How to contact us	Page 8

1. Guidance On Completing an Application

To submit an application for one of our vacancies, please create an account for the vacancy you wish to apply for via our e-recruitment system.

All our current and live vacancies will be listed on our Jobs at the FRA page here:

<https://www.fashionretailacademy.ac.uk/contact/jobs-at-the-fra>

The e-mail account associated with your Fashion Retail Academy (FRA) account should be an address that you will have permanent, continued access to as our primary form of communication is via e-mail.

Please note that for some applicants, recruitment emails from Fashion Retail Academy go to spam/junk inboxes, so if you have recently applied for a role, please do check these inboxes regularly for any correspondence. We primarily use the email recruitment@fra.ac.uk to get in touch.

Please note, should you wish to apply for more than one vacancy at the FRA, you will have to create a new username and password for each separate vacancy so please keep your account details close to hand.

For further information about the vacancy, please download the Job Description from the home page of the vacancy.

You can save and come back to your application at any time. Once you are happy with your application and have completed all the required sections, please click the submit button. A pop-up message will appear confirming that we have received your application.

If you have forgotten your password, please navigate to the login screen and follow the link named 'Forgotten Password'.

2. Talent Bank / Job Email Alerts

If you would like to join our Talent Bank, please tick 'Please retain my details for future employment opportunities' or answer 'Yes' to the talent bank question on the screening questions when making an application. We will retain your application for 6 months and contact you should a suitable vacancy arise.

If we do not have any opportunities that match your skills and experience at present, please keep checking our [Jobs at the FRA](#) page as new opportunities are added to our website regularly. You can also sign up for Job Alert emails via this page. To stay up to date with our job alerts, you can select a business area that interests you and we will email you with vacancies in that area as soon as they become available.

3. Recruitment Process and Timeframes

Please note the closing date of the vacancy and ensure that you submit your application in time.

If we have not specified a closing date for the vacancy, we will state this in the job advert. If this is the case, we will be reviewing applications as and when they come in and interviewing on an on-going basis so early application is advised. On these occasions we reserve the right to close the vacancy once it has been filled.

Once you have submitted your application, the recruiting manager/panel will review it. Your application will be assessed against the criteria outlined in the Job Description and Personal Specification, so it is important that you have a thorough understanding of what is required for the role.

We will be in touch should we wish to invite you to interview. Please note that where an interview date is given, it may not always be possible to arrange an alternative date.

If your application has been unsuccessful, we will endeavour to notify you via email.

4. Where is the Fashion Retail Academy?

The Fashion Retail Academy is located in the heart of London, just moments away from Oxford Street and Tottenham Court Road and a number of national rail stations. Take a virtual tour of the FRA campus [here](#)!

Our main site is located at Fashion Retail Academy, 15 Gresse Street, London, W1T 1QL.

We have also recently acquired a new state of the art office situated very near the Academy. The additional site is located at 22 Newman Street, London W1T 1PG.

5. Where will my interview take place?

If you are invited to interview, we will let you know if your interview will take place in person or remotely / virtually or via telephone.

If your interview is taking place in person, we will specify which location / site the interview will be taking place at.

All our interviews take place at either The Fashion Retail Academy, 15 Gresse Street, London, W1T 1QL or The Fashion Retail Academy office, 22 Newman Street, London W1T 1PG. Our interview invites will let you know the details of where to report to.

If your interview is being conducted remotely / virtually, we will let you know the details of this. We conduct our remote / virtual interviews via MS Teams. To access MS Teams, you will need internet access and either a mobile phone, tablet or computer which has audio and video. Once your interview has been booked in, we will send you the meeting details and MS Teams meeting link for the virtual interview via email. Please ensure MS Teams is downloaded/accessible on your device in advance of the interview to enable a prompt start.

6. Required interview documents: Right to Work in UK

In order to be eligible for our vacancies, you must have authorisation to work in the UK.

By submitting an application, you confirm that you have demonstrable evidence of your right to work in the UK and that all information provided in your application is correct.

Please find [guidance on acceptable Right to Work documentation here](#).

Please note that you will be required to provide documentary evidence of your right to work in the UK at interview stage.

If your interview is taking place in the FRA building, we will require you to bring the original documents along with you to the interview. If your interview is conducted virtually, we will ask you to email a scan or clear photograph of these documents to recruitment@fra.ac.uk.

We may then request to verify your original documents over video call should your application progress to the next stage, however we are also required to see your original Right to Work documents in person should you be successful and appointed.

7. Required interview documents: Confidential Disclosure Form

Due to the nature of our work and our exemption from the Rehabilitation of Offenders Act 1974, we ask all candidates invited to interview to complete a Confidential Disclosure Form. The information disclosed on this form will be kept separate from your application form during the application process.

HR may, with your consent, use their discretion to disclose relevant information to the recruiting manager. If you are recruited, this form will be held on your employee file forming part of your employee record. Should you not be appointed, this form will be kept confidential and stored securely and then destroyed after six months.

Applicants are required to declare:

- All unspent convictions and conditional cautions; and
- All spent convictions and adult cautions that are not protected (i.e., that are not filtered out) as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2020).

For further information on filtering please refer to [Nacro guidance](#) and the [guidance published by the Ministry of Justice \(see, in particular, the section titled 'Exceptions Order'\)](#).

[Nacro](#) are a national social justice charity with more than 50 years' experience of changing lives, building stronger communities, and reducing crime, and offer advice and support on Criminal Records.

We recognise the contribution that people with criminal records can make as employees and volunteers and welcome applications from them. A person's criminal record will not, in itself, debar that person from being appointed to a post. Any information given will be treated in the strictest confidence. Suitable applicants will not be refused posts because of offences which are not relevant to, and do not place them at or make them a risk, in the role for which they are applying.

All cases will be examined on an individual basis and we will take the following into consideration:

- Whether the conviction is relevant to the position applied for;
- The seriousness of any offence revealed;
- Your age at the time of the offence(s);
- The length of time since the offence(s) occurred;
- Whether there is a pattern of offending behaviour;
- The circumstances surrounding the offence(s), and the explanation(s) provided; and
- Whether your circumstances have changed since the offending behaviour.

It is important that applicants understand that deliberate attempts to conceal the information requested in this form could result in the rejection of your application, withdrawal of any job offers or if employed by FRA, dismissal.

Further advice and guidance on disclosing criminal records can be obtained from [Nacro's Criminal Record Support Service](#).

The information you provide in this form will be treated in strictest confidence and only those directly involved in the recruitment process will have access to the information provided. A criminal record is not necessarily a bar to employment.

8. Safeguarding Employment Candidates Statement and DBS / Checks for Successful

At the Fashion Retail Academy, safeguarding and promoting the welfare of children, young people and vulnerable adults is paramount. We expect all our staff, prospective staff, volunteers, and visitors to the FRA to share this commitment.

Consequently, we are committed to adopting the most robust recruitment procedures. The Academy's recruitment procedures ensure that all staff, workers and volunteers who come into our premises are subject to the highest level of checks applicable to the work they are carrying out. These include an identity check, a right to work check, an enhanced DBS check, overseas criminal record checks (where applicable), comprehensive employment reference checks (including reasons for any gaps in employment), prohibition from teaching checks (where applicable), verification of relevant qualifications, and online searches to identify any incidents or issues that need to be discussed with the applicant before commencing work at the FRA, to ensure their suitability to work with our students.

Please read our Safeguarding Policy [here](#) for further information.

9. Typical Assessments at Interview Stage

Depending on the vacancy you have applied for, you might be asked to undertake an assessment or conduct a presentation at interview stage. Should you be required to do an assessment or presentation, you will be notified prior to your interview.

Typical assessments for support staff roles involve prioritisation tasks, data interpretation, scenario tasks, in-tray exercises and any other tasks to assess your skills and suitability for the role. Typical assessments for academic roles involve delivering a micro teach and/or presentation to an interview panel.

If you have been asked to do a presentation and your interview is taking place in the FRA building, there will be facilities for PowerPoint, and where possible, a white board and a flipchart available in the interview room on the day. You should bring along any additional materials or resources you feel you might need. If your interview is taking place virtually, we request that you send your presentation via email to recruitment@fra.ac.uk at least one hour prior to your interview. The Recruitment team will share your presentation with the interview panel in advance. You will also be able to share your screen during your virtual interview.

10. Diversity and Equal Opportunities Data

The FRA is proud to have a student body as diverse as its central London location! With students from 17 ethnicities, traveling from all over the United Kingdom, with a variety of learning needs and a wide range of experiences and interests, we are looking to recruit a workforce that is as diverse as our amazing students and will support them to achieve their potential.

If you would like to request any accommodations from application through to interview, please email us at recruitment@fra.ac.uk.

Any equality and diversity information you choose to give helps to provide the HR team at the FRA with a deeper understanding of our people, and their experiences. It assists us in identifying any existing biases or gaps that the FRA can work on addressing and improving. All ED&I information you provide is strictly confidential to the HR team and will not be seen by the shortlisting or selection panel.

11. Data Privacy

The FRA is committed to the safe and secure handling of all personal information provided during the job application process and it is transparent about why and how it uses and stores personal information.

All applications will be deleted after a 6-month period. If you would like us to retain your application and join our Talent Bank please tick 'Please retain my details for future employment opportunities' when making an application. We will store your information for no longer than 6 months from the time you have given it to us, after which we will check with you whether you still wish to remain on our Talent Bank and if you need to update the details, we have for you. We will securely destroy your personal data otherwise.

If you are successfully offered a job with the FRA then relevant information will be taken from your application form and will form part of your employee record, held confidentially and securely by the HR team.

Please read our [Privacy Notice for our Recruitment & Selection Process](#) detailing how we process and safeguard your personal information in accordance with the General Data Protection Regulations (GDPR).

We are committed to the safe and secure handling of all personal information we hold for individuals, and we are transparent about why we need, how we use and how we store your personal information.

12. Access Arrangements / Additional Support Needs

If you need the Job Description or online Application Form in an alternative format or require any other reasonable adjustments as part of our application and interview process, please contact the Recruitment team recruitment@fra.ac.uk.

Our building has state of the art facilities designed to suit a wide variety of needs. There is lift access to all levels. All accessible toilets are unisex and are equipped with an alarmed pull cord in case of emergency.

Please advise the [Recruitment team](#) should you require any assistance with access to the building or if you would like us to make any other reasonable adjustments for you. We are committed to making your visit and recruitment experience as enjoyable as possible.

Please note this information will not be part of the selection process and will only be available to those involved in arranging the interview.

13. How to contact us

Should you wish to contact our Recruitment team please email recruitment@fra.ac.uk.