

## **APPLICATION AND RECRUITMENT PROCESS**

### **EXPLANATORY NOTES**

#### **Application Form:**

- Applications will only be accepted from candidates completing the enclosed Application Form in full. CVs will not be accepted in substitution for completed Application Forms. However, they may be sent in addition to the Application Form.
- Candidates should be aware that all posts in the School involve responsibility for safeguarding children although the extent of that responsibility will vary according to the nature of the post.
- This post is exempt from the Rehabilitation of Offenders Act 1974 and therefore all convictions, cautions and bind-overs, including those regarded as 'spent' must be declared.
- All successful candidates will be required to undergo an ENHANCED Disclosure with the Disclosure & Barring Service at the appropriate level for the post.
- We will seek references on shortlisted candidates and may approach previous employers for information to verify particular experience or qualifications, ideally before interview. Please indicate on Application Form if you would prefer us not to contact your current employer until later in the recruitment process. *(If we are unable to obtain references prior to interview, you should be aware that you may not be shortlisted).*
- If you are currently working with children, on either a paid or voluntary basis, your current employer will be asked about disciplinary offences, including disciplinary offences relating to children or young persons (whether the disciplinary sanction is current or time expired), and whether you have been the subject of any child protection allegations or concerns and if so the outcome of any enquiry or disciplinary procedure. If you are not currently working with children but have done so in the past, that previous employer will be asked about those issues. Where neither your current nor previous employment has involved working with children, your current employer will still be asked about your suitability to work with children, although it may where appropriate answer 'not applicable' if your duties have not brought you into contact with children or young persons.
- You should be aware that provision of false information is an offence and could result in the application being rejected or summary dismissal if the applicant has been selected and possible referral to the police and/or DFE.
- All applicants will receive a letter advising them if they have been selected for interview or not.

#### **Invitation to Interview:**

- If you are invited to interview you will receive notification outlining the interview process
- The interview will explore your ability to perform in the role and assess your suitability to work with children.
- All candidates invited to interview must bring documents confirming any educational professional qualifications that are necessary or relevant for the post (e.g. the original or certified copy of certificates, diplomas etc). Where originals or certified copies are not available for the successful candidate, written confirmation of the relevant qualifications must be obtained from the awarding body.
- All candidates invited to interview will be required to produce Proof of Identity, Right to Work in the UK and Proof of

Address documents. Further details will be provided to selected candidates when being advised of interview date. Originals will be required.

- All candidates who are not successful at interview will receive a letter advising them of this.
- Candidates will be reimbursed for reasonable interview expenses.

### **Conditional Offer of Appointment: Pre-Appointment Checks**

Any offer to a successful candidate will be conditional upon:

- Receipt of at least two references which are satisfactory to the School (if these have not already been received). References produced by candidates will not be accepted.
- Verification of identity, right to work in the UK and qualifications.
- A Barred List check as appropriate.
- A satisfactory Enhanced disclosure from the Disclosure & Barring Service.
- Verification of professional status.
- Where the successful candidate has worked or been resident overseas in the previous five years, such checks and confirmations as the School may require in accordance with statutory guidance.
- Verification of medical fitness and suitability for role.

### **National Insurance Number:**

- All employees must have a National Insurance Number. If the number has been forgotten or lost a replacement number card can be obtained by contacting the Local Jobcentre Plus, Social Security Office or Jobcentre (0845 6010142).

### **WARNING**

Where a candidate is:

- Found to be on Barred List or the disclosure from the Disclosure & Barring Service shows he/she has been disqualified from working with children by a Court; or found to have provided false information in, or in support of, his/her application; or the subject of serious expressions of concern as to his/her suitability to work with children the facts will be reported to the Police, DBS and/or the DFS.

