

Schools Application Process:

Application

To apply you must complete our application form. This ensures all information is presented in the same way, so that applicants are treated equally and fairly. We do not accept CVs.

Eligibility to work in the UK

You must have, or be able to obtain before you start, the permission to work in the UK. Further information can be found here: <http://www.ukba.homeoffice.gov.uk/>.

- **Disclosure of interest**

These questions inform us of your eligibility to work for us and allow us to adapt our recruitment and employment processes where possible, e.g. if you have a relationship (personal, financial or professional) with a proposed interview panellist and/or manager.

- **Politically restricted posts**

Some senior level posts are politically restricted, due to The Local Government and Housing Act 1989. Any restrictions, where applicable, will be stated in your contract of employment.

- **Criminal convictions**

Posts that don't require a criminal records bureau (DBS) check: you only need to tell us about any 'unspent' convictions (convictions which cannot be ignored yet under ROA).

Posts that require a DBS check: we will undertake a check for the successful applicant. If you have a criminal record, you must tell us about all 'spent' and 'unspent' cautions and convictions.

We ask that you also tell us about any police reprimands/cautions/warnings that may be revealed by the request of an enhanced disclosure from the DBS. If you are shortlisted, you will be asked to bring identification to the interview and, if appointed, you will be required to complete a Disclose and Barring Service check at an enhanced level.

- **References**

We will obtain references for the successful applicant. All offers of employment are made subject to the receipt of two references, which we regard as satisfactory.

If the role you are applying for involves working with children, young people and/or vulnerable adults and if any of your previous roles (voluntary or paid) involved working with children, young people or vulnerable adults, we will ask for information about past disciplinary issues relating to these vulnerable groups (including any in which the time penalty is 'time expired') and whether you have been subject to any child/vulnerable adult protection concerns and the outcome of any enquiry or disciplinary procedure.

Shortlisting

Our selection process is based on each individual's own merits and abilities. We compare the information in your application against the criteria required.

Interviews

If you are selected for interview, we will contact you with the details of the interview and explain what you need to bring.

Pre-employment checks

All offers of employment are made subject to the pre-employment checks stated above.