



RECRUITMENT GUIDANCE NOTES FOR JOB APPLICANTS

I. MAKING AN APPLICATION

- a) You are asked to complete the Application Form and to submit it together with a covering letter. Please note that CVs alone are not acceptable. Before returning your Application Form, please ensure that all sections are fully completed and the declaration signed. If additional space is needed please continue on a separate piece of paper with your name and the position for which you are applying on the top of the page.
- b) The completed Application Form and Recruitment Monitoring Form can be sent via email to vacancy@shrewsbury.org.uk or posted to:

The Headmaster, Shrewsbury School, The Schools, Shrewsbury, Shropshire, SY3 7BA

Please take note of the closing time and date for each vacancy - these times are strictly adhered to.

- c) We will seek references on shortlisted candidates and may approach previous employers for information to verify particular experience or qualifications, before interview. Please note that in accordance with best practice Shrewsbury School may follow up written references with a telephone call to the refereee.
- 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 he/she may, where appropriate, answer not applicable if your duties have not brought you into contact with children or young persons.
- d) 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 Disclosure and Barring Service (DBS).

2. THE INTERVIEW

- (a) If you have been selected for an interview, Shrewsbury School will contact you to inform you of the day and time. If applicable, you will also be informed about other selection techniques, e.g. teaching an observed lesson.
 - (b) If you are invited to interview, this will be conducted in person and the areas it will explore will include suitability to work with children.
 - (c) Candidates invited to interview must bring with them documents confirming any educational and professional qualifications which are necessary or relevant for the post (e.g. the original or certified copy of certificates, diplomas, etc.). Where original or certified copies are not available for the successful candidate, written confirmation of the relevant qualifications must be obtained from the awarding body.
 - (d) Candidates invited to interview must also bring with them:
 - A current driving licence including a photograph, a passport and a full birth certificate.
 - A utility bill or financial statement showing the candidate's current name and address.
 - Where appropriate any documentation evidencing a change of name.
 - (e) If you require any assistance with access to the building due to a disability please let us know as soon as possible so that we can make the appropriate arrangements.
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3. THE SUCCESSFUL CANDIDATE - PRE-APPOINTMENT CHECKS

Any offer to a successful candidate will be conditional upon:

- Receipt of three satisfactory references (if these have not already been received).
 - Verification of identity and qualifications (if not already verified).
 - A check of the DBS Children's Barred List.
 - A satisfactory Disclosure and Barring Service (DBS) Certificate at the enhanced level.
 - Verification of professional status such as GTC registration, QTS Status, NPQH.
 - Verification of successful completion of statutory induction period (applies to those who obtained QTS after 7th May 1999).
 - 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; completion of medical questionnaire and, if necessary, a satisfactory report from your GP.
 - Satisfactory completion of the probationary period.
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4. WARNING

Where a candidate is:

- found to be on the DBS Children's Barred List, or the DBS Certificate shows that 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 and/or Disclosure and Barring Service (DBS).

5. EQUAL OPPORTUNITIES

Shrewsbury School promotes employment practices designed to eliminate discrimination and to ensure adherence to legislation and appropriate codes of practice.

Our aim is:

- To ensure that no job application or employee receives less favourable treatment on the grounds of sex, race, colour, age, religion, disability, ethnic or national origins, sexual orientation or social class.
- To ensure no job applicant or employee is disadvantaged by conditions or requirements, which cannot be justified.
- All employees will be recruited and trained on the basis of ability and job requirements as defined within the job descriptions and person specifications.

The data which you provide on the Equal Opportunities form will enable Shrewsbury School to monitor equality statistics only.

6. DATA PROTECTION ACT 1998

The information provided on the application form will be processed using manual and computer records. Shrewsbury School will hold your application form on your personal file if successfully appointed to the post. If unsuccessful Shrewsbury School will retain your application form for a period of six months and thereafter will destroy accordingly.

7. DISABILITY DISCRIMINATION ACT 1996

Shrewsbury School welcomes applications for employment from disabled people and is committed to providing reasonable adjustments, where necessary, to make interviews and jobs more accessible to disabled people.

The above information is generally applicable to the position in which you have applied for, but is not to be construed as contractual or binding in connection with this particular post. Applicants should clarify their eligibility at the time of interview.

March 2017