



Recruitment at Framlingham College

Application Guidance Notes



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APPLICATIONS

- Applications will only be accepted from candidates completing the enclosed Application Form in full. CV's will not be accepted in substitution for completed Application Forms in the absence of good reason. CV's may be submitted in addition to the Application Form in order to supply additional background information.
- Candidates should be aware that all posts in the school involve some degree of responsibility for safeguarding children, although the extent of that responsibility will vary according to the nature of the post. Please see job description for 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. Any unspent convictions, cautions, reprimands or warnings must be disclosed to the School. However, amendments to the Exceptions Order 1975 (2013) provide that certain spent convictions and cautions are 'protected' and are not subject to disclosure to employers, and cannot be taken into account. Guidance and criteria on the filtering of these cautions and convictions can be found at the Disclosure and Barring Service website.

An applicant will not be automatically disqualified from employment at the College by either upfront disclosure of a criminal record or the fact that information is revealed on the Disclosure. The College will take a view based on their judgement of the seriousness and relevance of the offence in relation to the job under consideration. The following factors will be taken into consideration:

1. Whether the conviction or other information disclosed is relevant to the specific position in question.
2. The seriousness of the offence or other matters revealed.
3. The length of time since the offence or other matter occurred.
4. Whether the applicant has a pattern of offending behaviour

and whether the applicant's circumstances have changed since the offending behaviour or other relevant matters.

5. The circumstances surrounding the offence.

Where any concerns are raised by the contents of the Disclosure the applicant will be given a chance to explain the matter before any decision is taken.

Information regarding convictions should be submitted in confidence enclosing details in a separate sealed envelope which will be seen and then destroyed by the Head of HR. If candidates would like to discuss this beforehand, they are asked to please telephone in confidence for advice.

- The successful applicant will be required to complete a Disclosure Form from the Disclosure and Barring Service (DBS) at the appropriate level for the post. Additionally, successful applicants should be aware that they are required to notify the school immediately if there are any reasons why they should not be working with children.

This includes any staff who are disqualified from childcare or registration including 'by association'. The 'by association' requirement applies if you live in the same household as or someone is employed in your household who has been disqualified from working with children under the Childcare Act 2006. The Childcare (Disqualification) Regulations 2009 apply to those providing early years childcare or later years childcare, including before school and after school clubs, to children who have not attained the age of 8 AND to those who are directly concerned in the management of that childcare.

- Staff and/or successful candidates who are disqualified from childcare or registration, including 'by association', may apply to Ofsted for a waiver of disqualification. Such individuals may not be employed in the areas from which they are disqualified, or involved in the management of those settings, unless and until such waiver is confirmed.

- All candidates should be aware that failure to declare any convictions (that are not subject to DBS filtering), or the provision of false information is an offence and may disqualify a candidate for appointment or result in the application being rejected or an offer of employment being withdrawn by the College if they have been appointed, and a possible referral to the police and/or DBS.
- If the post you are applying for falls within the Early years/ Later years provision or other relevant category as defined by DfE's current guidelines, you will be required to complete a pre-employment Staff Disqualification Declaration. This will be included in the application pack where applicable.

REFERENCES

- The School will seek at least two reference, and for teaching posts we will request these for all short listed candidates before interview. If there is any reason for us not to do this, please contact the HR department to discuss. For non-teaching posts these will generally be taken up on appointment. The Headmaster reserves the right to request further references.
- The College will ask the candidates current employer about disciplinary offences, including disciplinary offences relating to children or young persons (whether the disciplinary sanction is current or time expired), and whether the candidate has been the subject of any child protection allegations or concerns and if so the outcome of any enquiry or disciplinary procedure. We will also still ask about the candidate's suitability to work with children. Where the candidate has no previous employment history, the School will request references from the candidate's school or university.
- The School will compare any information provided by the referee with that provided by the candidate on the Application Form. Any inconsistencies will be discussed with the candidate

at interview.

- Referees may be contacted after the interview if further questions arise.

INVITATION TO INTERVIEW

- If you are invited to interview this will be conducted in person and the areas which it will explore will include suitability to work with children.
- All candidates invited to interview must bring documents confirming any educational and 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 must also bring with them:
 - a current driving licence including a photograph or a passport or a full birth certificate
 - a utility bill or financial statement dated within the last three months and showing the candidates current name and address
 - where appropriate any documentation evidencing a change of name

Please note that originals of the above are necessary. Photocopies or certified copies are not sufficient.

CONDITIONAL OFFER OF APPOINTMENT: PRE-APPOINTMENT CHECKS

Any offer to a successful candidate will be conditional upon:

- Receipt of at least two satisfactory references (if these have not already been received). For teaching posts one of these must be Head teacher at current school.

- the right to work in the UK
- verification of identity, qualifications and professional status, as appropriate
- registration with the Independent Safeguarding Authority (ISA)
- a DCSF List 99 check (Barred List), the Protection of Children Act List and Prohibition Order check as appropriate
- a DBS Disclosure satisfactory to the College
- Completion of a Staff Disqualification Declaration, where applicable
- 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
- For teachers, verification of medical fitness in accordance with DfES Circular 4/99 Physical and Mental Fitness to Teach of Teachers and Entrants to Initial Teacher Training
- Where working in a management position being subject to necessary Management Prohibition check through the DfE.
- For those teachers from within the EEA area – subject to required EEA Overseas checks through the DfE.
- Satisfactory completion of the probationary period.

DATA PROTECTION

- The information that you provide on the application form will be used to process your application for employment. If you succeed in your application, the information will be used in the administration of your employment with us. We may check the information collected with third parties or with any other information held by us. We may also use or pass to third parties, information to adhere to current legislation, or in other ways permitted by law. By signing the application form we assume you agree to the processing of sensitive personal data (as described above), in accordance with our Application Privacy Statement.



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