

## APPLICATION AND RECRUITMENT PROCESS - EXPLANATORY NOTE

### Application Form

- Applications will only be accepted from candidates completing the enclosed application form in full and providing a letter of application and a full CV.
- 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.
- Accordingly 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.
- The successful applicant will be required to complete a Disclosure from the Disclosure and Barring Service (formerly the Criminal Records Bureau) at the enhanced level.
- We will seek references on shortlisted candidates and will approach previous employers for information to verify particular experience or qualifications, before interview.
- 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 Safeguarding (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.
- 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 the Independent Safeguarding Authority.

### Invitation to Interview

- If you are invited to interview this will be conducted in person and the areas which it will explore will include safeguarding issues and suitability to work with children as well as your previous employment record.
- In line with national teacher recruitment guidelines, 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 et cetera). 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 for interview must also bring with them the following documents:
  - Passport
  - Current driving licence (including the photograph ID card if applicable)
  - A full birth certificate
  - Proof of National Insurance number
  - A utility bill or financial statement showing your **current name and address and dated within the last 3 months**
  - Where appropriate any documentation evidencing a change of name
  - Your qualification certificates



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

***IF POTENTIAL APPLICANTS HAVE DIFFICULTY IN MEETING ANY OF THE ABOVE CRITERIA WE WOULD WELCOME AN OPPORTUNITY TO DISCUSS ANY PROBLEMS AND ADVISE ON ALTERNATIVE ARRANGEMENTS. Tel. 020 8557 1500***

**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)
- verification of identity and qualifications
- checks at List 99 and the ISA Children's Barred List as appropriate
- a satisfactory Disclosure and Barring Service check at the enhanced level
- verification of professional status such as The Teaching Agency (formerly the GTC) registration, QTS Status (where required), NPQH
- (for teaching posts) verification of successful completion of statutory induction period (applies to those who obtained QTS after 7 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 in accordance with DCSF Circular 4/99 Physical and Mental Fitness to Teach of Teachers and Entrants to Initial Teacher Training
- satisfactory completion of the probationary period

**WARNING**

Where a candidate is:

- found to be on ISA Children's Barred List, or the Disclosure and Barring Service disclosure 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 and/or the Independent Safeguarding Authority.

*September 2015*