APPLICATION AND RECRUITMENT PROCESS EXPLANATORY NOTE

APPLICATION FORM

- Applications will only be accepted from candidates completing the School Application Form in full. Please note that a CV will not be accepted in substitution for a completed Application Form.
- 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 the Job Description for the post.
    - Accordingly this post is exempt from the Rehabilitation of Offenders Act 1974 and therefore any adult cautions (simple or conditional) or spent convictions that are not protected as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (Amendment) (England and Wales) Order 2020 must be declared.
      You are not required to disclose a caution or conviction for an offence committed in the United Kingdom if it has been filtered in accordance with the DBS filtering rules (see www.gov.uk/government/collections/dbs-filtering-guidance)
- Where appropriate the successful applicant will be required to complete a Disclosure from the Disclosure and Barring Service (DBS) at the appropriate level for the post. If the candidate has subscribed to the DBS Update Service they should advise the school of this and bring their most recent DBS Enhanced Disclosure with them to interview
- We will seek references on short-listed candidates and may approach previous employers for information to verify particular experience or qualifications, before interview.
- If candidates are currently working with children, on either a paid or voluntary basis, their 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 they have been the subject of any child protection allegations or concerns and if so the outcome of any enquiry or disciplinary procedure. If they are not currently working with children, but have done so in the past, that previous employer will be asked about those issues. Where neither their current nor previous employment has involved working with children, their current employer will still be asked about their suitability to work with children, although they may, where appropriate, answer not applicable if their duties have not brought them into contact with children or young persons.
- Candidates should be aware that provision of false information is an offence and could result in their application being rejected or summary dismissal if they have been selected, and possible referral to the police and/or the DfE.

INVITATION TO INTERVIEW

- Interviews 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 by the successful candidate.
- All candidates invited to interview must also bring with them:-
    - Photographic ID: A passport and a current driving licence.
      A valid Visa (if applicable) showing their eligibility to work in the UK
    - Confirmation of current address: (Two forms of ID required)
      A full list of acceptable ID documents are listed at the end of this explanatory note - *please note that mobile phone bills and online bank statements are not acceptable forms of ID.*
    - Their most recent DBS Enhanced Disclosure if they have subscribed to the DBS Update Service.
    - Other documentation: A birth certificate and, where appropriate, any documentation evidencing a change of name e.g. marriage certificate, etc.

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). One of these must be from the current or most recent employer.
- Verification of identity and qualifications.
- Confirmation of right to work in the UK
- A check of the Children's Barred List.
- A Criminal Records Enhanced Disclosure check through the DBS that is satisfactory to the School.
- Where the successful candidate has worked or been resident overseas, such checks and confirmations as the school may require in accordance with statutory guidance.
- For teaching and teaching support posts
    - Verification of professional status such as QTS Status (where required), NPQH.
    - Checks with Department for Education Teaching Regulation Agency (TRA) (previously the NCTL) that the individual is not subject to a prohibition order or other sanctions
    - Verification of successful completion of statutory induction period (applies to those who obtained GTQ after 7 May 1999).
    - Where the candidate has held a teaching post overseas a 'Letter of Professional Standing' from the teaching regulatory body of the country/countries they have worked
- Verification of medical fitness in accordance with guidelines from the Department for Education.
- The individual is not banned from working with children through Disqualification under the Childcare Act 2006.

WARNING

Where a candidate is:

- Found to be on Children's Barred List or the Criminal Records Enhanced 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, the Disclosure and Barring Service (DBS), the DfE and the Local Authority Designated Officer (LADO) at the Local Safeguarding Childrens Board (LSCB).

LIST OF VALID IDENTITY DOCUMENTS

The original documentation you need to take into the school office should include:

- **One document from Group 1 and**
- **Two further documents from Group 1, 2a or 2b; one of which must verify your current address.**

Group 1 Documents (Primary Identity Documents)

- Any Current and valid Passport
- Biometric Residence Permit (UK)
- Current and valid Driving Licence Photocard (Full or Provisional) - UK, Isle of Man, Channel Islands and EEA
- Birth Certificate (UK, Isle of Man and Channel Islands – including those issued by UK authorities overseas, eg, embassies, High Commissions and HM Forces) – issued within 12 months of birth
- Adoption Certificate (UK and Channel Islands)

Group 2a Documents (Trusted Government Documents)

- Current and valid Driving Licence Photocard (Full or Provisional) – All countries outside the EEA (excluding Isle of Man and Channel Islands)
- Current and valid Driving Licence (Full or Provisional - paper version) - if issued before 1998 (UK, Isle of Man, Channel Islands and EEA)
- Birth Certificate (UK, Isle of Man and Channel Islands) – issued after time of birth
- Marriage/Civil Partnership Certificate (UK and Channel Islands)
- HM Forces ID Card (UK)
- Firearms Licence (UK, Channel Islands and Isle of Man)

Group 2b Documents (Financial and Social History Documents)

- Mortgage Statement (UK or EEA) **
- Bank or Building Society Statement (UK and Channel Islands or EEA) *
- Bank or Building Society Account Opening Confirmation Letter (UK) *
- Credit Card Statement (UK or EEA) *
- Financial Statement (eg, Pension or Endowment) (UK) **
- P45 or P60 Statement (UK and Channel Islands) **
- Council Tax Statement (UK and Channel Islands) **
- Utility Bill (UK) – please note that Mobile Phone is NOT accepted *
- Benefit Statement (eg, Child Benefit or Pension) (UK) *
- Central or Local Government, government agency, or local council document giving entitlement, eg, from the Department for Work and Pensions, the Employment Service, HMRC (UK and Channel Islands) *
- EEA National ID Card (Must still be valid)
- Cards carrying the PASS accreditation logo (UK, Isle of Man and Channel Islands) (Must still be valid)
- Letter from Head Teacher or College Principal (UK - for 16 to 19 year olds in full time education – only used in exceptional circumstances if other documents cannot be provided)

* issued in last 3 months
** issued in last 12 months

Please note:

- Only valid, current and original documentation will be accepted
- Photocopies will not be accepted
- Documentation printed from the internet (eg, internet banking) will not be accepted.