



St Margaret's Preparatory School

Application and Recruitment Process Explanatory Note

Application Form

- Applications will only be accepted from candidates completing the enclosed Application Form in full. CVs will not be accepted in substitution for completed Application Forms.
- 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
- Where appropriate the successful application will be required to complete an Enhanced Disclosure from the Disclosure and Barring Service at the appropriate level for the post
- We will seek references on shortlisted candidates and may 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 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 they 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.

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 (eg 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 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.

The following Pre-Appointment checks will be made prior to any offer of appointment:

- receipt of at least two satisfactory references (if these have not already been received)
- verification of identity and qualifications
- verification of professional status such as 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.

Confirmation of offer is dependent on:

- Barred List
- a satisfactory DBS Enhanced Disclosure
- verification of medical fitness
- satisfactory completion of the probationary period

WARNING

Where a candidate is:

- found to be on the Barred List or the DBS disclosure shows s/he 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.