

## **APPLICATION AND RECRUITMENT PROCESS EXPLANATORY NOTE**

### Application Form

1. 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 in the absence of good reason.
2. 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.
3. 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.
4. Due to the nature of the work, the School applies for an enhanced criminal record disclosure from the Disclosure & Barring Service (**DBS**) in respect of all prospective staff members.
5. We will seek references on shortlisted candidates and may approach previous employers for information to verify particular experience and qualifications, before interview.
6. 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, you current employer will still be asked about your suitability to work with children, although it may, where appropriate, answer not applicable if your duties have not brought you into contact with children or young persons.
7. 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 & Barring Service.

### Invitation to Interview

1. 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.
2. 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.
3. All candidates invited to interview must also bring to the interview the following evidence of identity, right to work in the UK, and address:
  - a. Passport
  - b. A utility bill or financial statement showing the candidate's current name and address; and
  - c. 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 references satisfactory to the School (if these have not already been received);
- Verification of identity and qualifications;
- A check against List 99 / the DBS Children's Barred List;
- A satisfactory enhanced DBS Disclosure;
- Verification of professional status (where required);
- A check against Secretary of State prohibition orders;
- 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. The School is aware of its duties under the Equality Act 2010. No job offer will be withdrawn without first consulting with the applicant, obtaining medical evidence, considering reasonable adjustments and suitable alternative employment ; and
- Satisfactory completion of the probationary period.

**WARNING:** Where a candidate is:

- Found to be on List 99 / the DBS Children's 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 and / or the Disclosure & Barring Service.

*January 2016*