



Application and Recruitment Process Guidelines for Applicants

- **All applicants must complete all sections of the application form.**
- **CVs will not be accepted in substitution for completed application forms.**
- **Incomplete applications are likely to be rejected at the short-listing stage**
- NMS makes every effort to comply with all relevant legislation, including that referring to Age Discrimination. In line with NMS' commitment to safeguarding and promoting the welfare of children however, applicants are asked to provide dates relating to events that have taken place where specifically asked to do so on the form. This includes providing a date of birth, so that applicant identity can be verified.
- Applicants will be selected for interview on the basis of the details provided in the application form. You should ensure that you complete all sections in full e.g. all qualifications and relevant skills, knowledge and experience.
- Applicants should be aware that this post in the school falls into the definition of "regulated activity".
- Any convictions, cautions, reprimands or final warnings that are not "protected" as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013) must be declared, see below – Declaration of Previous Convictions.
- The existence or otherwise of a criminal record will be checked through an Enhanced Disclosure and Barring Service check for all successful applicants,.
- We will seek references for all applicants who are shortlisted for interview. Please indicate on the application form if you would prefer us **not** to contact your current employer until later in the recruitment process. As this would be unusual for teachers, we ask that teaching applicants contact the HR Manager or a Director to explain the reason for this request.
- 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, and whether there have been any child protection allegations or concerns about you, and if so the outcome of any enquiry or disciplinary procedure. On receipt of a written reference your previous employer may be asked for further information during a telephone call where this is considered desirable. Details of allegations in relation to child protection matters that have not been substantiated, or are unfounded, or malicious, will not be sought. 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 people.
- You should be aware that the provision of false information could result in the application being rejected or summary dismissal if you are appointed to the position. In addition if you are barred from working with children you will be breaking the law if you work or volunteer to work with children.

Invitation to Interview

- If you are invited to interview you will receive an email outlining who will carry out the interview and the format the interview will take.
- The interviewer/s will explore your skills, knowledge and experience and your suitability to work with children.
- All applicants invited to interview must bring original 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 will need to be obtained by the applicant from the awarding body before we will be able to confirm appointment.

- All candidates invited to interview will also be required to produce original documents to prove their identity, right to work in the UK and address. Further details will be provided to selected applicants when they are being advised of the interview date. Original documents will be required.
- All candidates who are not successful at interview will receive an email advising them of this.

Conditional Offer of Appointment: Pre-Appointment Checks

Any offer of employment to a successful candidate will be conditional upon:

- Receipt of at least two references which are satisfactory to NMS (if these have not already been received).
- Verification of identity; photographic ID and proof of address will need to be seen.
- Verification of the right to work in the UK, including a National Insurance number.
- Verification of qualification(s); original copies of certificates etc, if not previously obtained.
- For teaching staff the school employs a check of the Barred List, and the Prohibited List.
- A satisfactory enhanced criminal records check through the Disclosure and Barring Service.
- Verification of professional status, where applicable.
- For teaching posts verification of successful completion of the statutory induction period (applicable 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 be required to undertake in accordance with statutory guidance.
- Verification of medical fitness
- Satisfactory completion of the probationary period.
- Completion of Child Protection and Safeguarding Training.
- Confirmation that the applicant is not disqualified from caring for children, or disqualified by association because they live in the same household as someone who is.

Policy on the Recruitment of Ex-Offenders

NMS will not unfairly discriminate against any candidate for employment on the basis of conviction or other details revealed. NMS and its schools make appointment decisions on the basis of merit and ability. An individual with a criminal record this will not automatically be barred from employment within NMS. Instead, each case will be decided on its merits in accordance with the objective assessment criteria set out below.

All candidates should be aware that provision of false information is an offence and could result in the application being rejected or summary dismissal if they have been appointed, and a possible referral to the police and/or DBS.

Under the relevant legislation, it is unlawful for NMS to employ anyone who is included on the lists maintained by the DBS of individuals who are considered unsuitable to work with children. In addition, it will also be unlawful for NMS to employ anyone who is the subject of a disqualifying order made on being convicted or charged with the following offences against children: murder, manslaughter, rape, other serious sexual offences, grievous bodily harm or other serious acts of violence. It is also unlawful for NMS to knowingly employ someone who works in the relevant settings and is disqualified from providing childcare under the Childcare (Disqualification) Regulations 2009, whether by association, or otherwise.

It is a criminal offence for any person who is disqualified from working with children to attempt to apply for a position within NMS. NMS will report the matter to the Police and/or the DBS if:

- NMS receives an application from a disqualified person;
- Is provided with false information in, or in support of an applicant's application; or

- NMS has serious concerns about an applicant's suitability to work with children.

In the event that relevant information (whether in relation to previous convictions or otherwise) is volunteered by an applicant during the recruitment process or obtained through a disclosure check, NMS Directors will consider the following factors before reaching a recruitment decision:

- Whether the conviction or other matter revealed is relevant to the position in question;
- The seriousness of any offence or other matter revealed;
- The length of time since the offence or other matter occurred;
- Whether the applicant has a pattern of offending behaviour or other relevant matters;
- Whether the applicant's circumstances have changed since the offending behaviour or other relevant matters;
- In the case of disqualification from providing childcare, whether the applicant has or is able to obtain an Ofsted waiver from disqualification; and
- The circumstances surrounding the offence and the explanation(s) offered by the convicted person.

If the post involves regular contact with children, it is NMS' normal policy to consider it a high risk to employ anyone who has been convicted at any time of any of the following offences: murder, manslaughter, rape, other serious sexual offences, grievous bodily harm or other acts of violence, serious class A drug related offences, robbery, burglary, theft, deception or fraud.

If the post involves access to money or budget responsibility, it is the School's normal policy to consider it a high risk to employ anyone who has been convicted at any time of robbery, burglary, theft, deception or fraud.

Declaration of Previous Convictions

- Notwithstanding the disclosure process, all candidates for employment must declare on their application form if they have any convictions, cautions, reprimands or final warnings that are not "protected" as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013) by SI 2013 1198.
- If shortlisted, the details of these convictions, cautions, reprimands or final warnings that are not "protected" should be provided on a sheet of paper in a sealed envelope marked „confidential". The candidate's name and the role they are being interviewed for needs be written on the envelope. The information should be submitted in confidence; the envelope will be opened only by the HR Manager or a Director and the information will subsequently be destroyed.