|  |  |
| --- | --- |
| **Applicant Guide to the Recruitment Process.**  |  |

Oldbury Academy follows safer recruitment practice in all appointments and will carry out full pre-employment checks during the course of the selection process. If we have unresolved concerns about your suitability to work with children and young people, or your suitability for the post, we may cease the process at any stage.

If you apply by email and are subsequently called for interview you will be asked to sign your application form to confirm that the information you have provided is true and that you understand that any false information or failure to disclose any criminal convictions may result in dismissal in the event of employment on the basis of false statements.

* Applications received after 9am on the closing date will not be considered.
* CVs will not be considered – you must complete the school’s application form.

Short-listing will usually take place within a week of the closing date. If you have not heard from us within two weeks you should assume that you have not been called for interview.

At short-listing any gaps or discrepancies in your application from will be identified and you will be asked about them if selected for interview.

The selection process will include any tests or exercises we deem necessary to test your suitability for the post and to work with children and young people, and will include a face to face interview at which you will be asked about your approach to ensuring the safety and welfare of children within the scope of the job applied for. If you believe that any of the proposed selection tests would put you at a disadvantage as a result of (e.g.) a disability, please make the school aware so that any reasonable adjustments can be considered.

We will normally apply for at least two references for all short-listed applicants. We will approach your current, or most recent employer for a reference and may ask any of your past employers for a reference should we feel it is necessary. We do not accept testimonials or references made out “to whom it may concern”. We will ask referees to comment specifically on your suitability to work with children. Any offer made after interview will be conditional upon receipt of satisfactory references and other pre-employment checks, which will include:

* A satisfactory Disclosure from the Disclosure and Barring Service (DBS). We will normally apply for a fresh Disclosure, even if you have one in the past, unless you are subscribing to the DBS update service;
* Verification of your identity (photo ID will normally be required);
* Proof of any qualifications required for the post;
* Proof of the right to work in the UK;
* Health clearance – a medical questionnaire will be issued;
* Such other checks as are deemed necessary in individual circumstances.

Binding offers of employment will be made only once the required clearances and checks have been completed and the results found to be satisfactory and a start date has been arranged. Such offers will be subject to successful completion of a 6-month probationary period. We may withdraw the offer of appointment where we are unable to secure satisfactory responses to our enquiries, or in the event of failure to supply, or unnecessary delays, in sending details for referencing and/or vetting purposes.