



## **DETAILS OF THE APPLICATION PROCESS** **FOR A POSITION AT YARM SCHOOL**

### **1. The Application Form**

- a. Applications will only be accepted from you by completing an Application Form in full. CVs may be submitted but will not be accepted in substitution for completed Application Forms.
- b. 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.
- c. Please disclose any convictions, cautions, reprimands or warnings (not subject to the DBS filtering) in confidence to the Headmaster in a sealed envelope. Please note that the amendments to the Exceptions Order 1975 (2013) provide that certain spent convictions and cautions are 'protected' and are not subject to disclosure to employers, and cannot be taken into account. Guidance and criteria on the filtering of these cautions and convictions can be found at the Disclosure and Barring Service website. [www.gov.uk/db](http://www.gov.uk/db) You should be aware that the School will institute its own checks on successful applicants for short listing with the Disclosure and Barring Service.
- d. The successful applicant will be required to complete an Enhanced Disclosure Application Form from the Disclosure and Barring Service. Employment is conditional upon a satisfactory Disclosure and Barring Service check (DBS check) and other appropriate checks for all applicants, home and overseas. All vetting checks must be completed prior to the successful applicant's start date.
- e. An overseas national must have permission to work in the UK (if not a member of a European Economic Area country).
- f. Details of anyone applying for a position which is a "Regulated Activity" as defined by the Safeguarding Vulnerable Groups Act 2006 and who is barred from doing so by the DBS will be passed to the Police and/or the Disclosure and Barring Service.

## 2. References

- a. We will seek references on candidates invited for interview and may approach previous employers, whether or not named as a referee, for information at any stage following receipt of an application form.
- b. Employment is subject to satisfactory references from suitable referees and references may also be verified by telephone call.
- c. If you are currently working with children, on either a paid or voluntary basis, your current employer must be listed as one of your referees. They will be asked about disciplinary offences relating to children or young persons (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, the previous employer will be asked about those issues (and should be listed as a referee). 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. They may, where appropriate, answer that your duties have not brought you into contact with children or young persons.
- d. In the case of applicants who have been employed but who are currently unemployed, one of your listed referees must be the most recent employer. PGCE and other university students should also list their course tutor as one of their referees.

## 3. Interview and Identification

- a. If you are invited to interview, one of the areas which will be explored will be your suitability to work with children.
- b. All successful candidates will be required, during the appointment process, to produce original documents confirming any educational and professional qualifications which are cited as part of the application process or are relevant for the post (e.g. the original of examination certificates, diplomas, etc). Where originals are not available, written confirmation or certified copies of the relevant qualifications must be obtained from the awarding bodies.
- c. All successful candidates will also be required, during the appointment process, to produce original documents, as follows, Photocopies or certified copies are not sufficient :
  - Birth certificate
  - a current UK passport
  - a current UK driving licence showing current address
  - a utility bill or financial statement showing the candidate's current name and address which must be no more than three months old and has been posted to the candidate not downloaded from the internet
  - National Insurance card or other verification of the number such as a communication from HMRC
  - where appropriate, any document evidencing a change of name such as a marriage certificate

Acceptable documentation for ID verification for an enhanced DBS check is of a specific and limited range. If those documents are unable to be produced the candidate will be required to undertake an external ID verification check and if that does not provide appropriate confirmation, the candidate will be required to undertake a fingerprint verification check with the Police.

- d. Photocopies of the identification and DBS documentation will be taken by the School and retained on file for all successful candidates. The details will also be entered onto the School's Single Central Register.

#### 4. Conditional Offer of Appointment: Pre-appointment Checks

Any offer to a successful candidate will be conditional upon:

- a. Receipt of at least two satisfactory references
- b. Verification of identity and qualifications
- c. A check of the DBS Children's Barred List
- d. A satisfactory Enhanced DBS Disclosure
- e. A satisfactory check of the DfE/NCTL prohibition list if the candidate is being employed to teach or coach children
- f. A satisfactory check of the Management and Leadership Barred List ('s.128 check') where appropriate
- g. Verification of professional status (where required)
- h. Declaration of medical fitness
- i. Confirmation of the candidate's right to live and work in the UK

Where the successful candidate has worked or been resident overseas for more than three months (continuously) in the last 10 years, they MUST obtain such checks and confirmations as the School may require in accordance with statutory guidance. These may include the equivalent of DBS checks from those countries (often known as 'Good Conduct' checks) and may involve the taking of fingerprints and provision of detailed information to the embassies or police forces of those countries as well as additional references. Depending on the country or countries involved, this process may take some time and the successful candidate will not be able to start work before a satisfactory result has been confirmed.

#### 5. Warning

**Where a candidate is:**

- a. **found to be on the DBS Barred Lists, or the Enhanced DBS disclosure shows he/she has been disqualified from working with children, or**
- b. **found to have provided false information in support of his/her application, or**
- c. **the subject of expressions of concern as to his/her suitability to work with children, the facts will be reported to the Disclosure and Barring Service and /or the Teaching Regulation Agency and/or the Police and any offer of employment by Yarm School will be immediately withdrawn.**

## 6. General

The School requests applications as soon as possible from interested applicants, reserving the right to offer the post at any stage in the appointment process or not to offer the post at all. Offers of employment will be made on merit and in accordance with our policy of equal opportunities. Confirmation of a conditional offer of employment will only be made on satisfactory completion of a probationary period as set out in the contract of employment.

*Yarm School. A company limited by guarantee, registered in England.  
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