

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

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; the extent of that responsibility will vary according to the nature of the post. Please see the job description for the post.
- This post is exempt from the provisions of the Rehabilitation of Offenders Act 1974. All convictions, cautions and bind-overs, including those regarded as “spent”, must be declared.
- Where appropriate, the successful applicant will be required to complete an Enhanced Disclosure from the Criminal Records Bureau 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. He or she may, where appropriate, answer “not applicable”.
- You should be aware that the provision of false information is an offence and could result in the application being rejected, or summary dismissal if the applicant has been appointed, and possible referral to the Independent Safeguarding Authority (ISA), the Police, and/or DCSF Children’s Safeguarding Operation Unit.

### **Invitation to Interview**

- If you are invited to an interview, this will be conducted in person and will explore your suitability to work with children.
- All candidates invited to an 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.
- All candidates invited to interview must also bring with them:
  - a current passport or a full birth certificate or a current driving licence (including a photograph if applicable);
  - a utility bill or financial statement showing their current name and address;
  - where appropriate, any documentation evidencing a change of name.

**Please note that originals of the above are required. Photocopies or certified copies are not sufficient.**

### **Conditional Offer of Appointment: Pre-Appointment Checks**

Any offer to a successful candidate will be conditional upon:

- (for teaching posts) receipt of at least three satisfactory references (if these have not already been received);
- (for all other posts) receipt of at least two satisfactory references (if these have not already been received);
- verification of identity and qualifications;
- a check of the Barred Lists;
- a satisfactory CRB Disclosure at Enhanced level;
- 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<sup>th</sup> 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; and
- verification of medical fitness in accordance with DfES Circular 4/99 Physical and Mental Fitness to Teach of Teachers and Entrants to Initial Teacher Training.

### **WARNING**

Where a candidate:

- is found to be on the Barred Lists, or the CRB disclosure shows s/he has been disqualified from working with children by a Court;
- or is found to have provided false information in, or in support of, his application; or
- is the subject of serious expressions of concern as to his/her suitability to work with children,

the facts will be reported to the ISA, the Police and/or the DCSF Children's Safeguarding Operation Unit.