

APPLICATION AND RECRUITMENT PROCESS EXPLANATORY NOTE PLEASE ENSURE THAT YOU READ THIS DOCUMENT BEFORE COMPLETING AND SUBMITTING AN APPLICATION FORM TO THE SCHOOL. IT IS THE RESPONSIBILITY OF THE APPLICANT TO COMPLY WITH THE INFORMATION BELOW BOTH WHEN SUBMITTING AN APPLICATION AND IF INVITED TO INTERVIEW.

**Application Stage**

* Applications will only be accepted from candidates completing the Application Form in full. CV’s will not be accepted in substitution for completed Application Forms.
* Application forms must be returned addressed to the person named on the first page of the application form or to the email address given on the front of the application form; **we reserve the right to ignore applications addressed to any other member of staff or sent to any other email address.**
* All applicants must be able to demonstrate they are eligible to work in the UK.
* 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. 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.
* The successful applicant will be required to complete a Disclosure from the Disclosure & Barring Service and any offer of employment will be conditional upon receipt of a satisfactory Enhanced disclosure.
* We will seek references on shortlisted candidates and may approach previous employers for information to verify particular experience or qualifications, before interview. References produced by candidates will not be accepted.
* 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, although it may where appropriate answer ‘not applicable’ if your duties have not brought you into contact with children or young persons.
* 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 The Independent Safeguarding Authority (ISA).

**Interview Stage**

* 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.
* All candidates invited to interview must bring documents confirming any educational and professional qualifications that are necessary or relevant for the post (eg 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:**
	+ Photo ID
	+ where appropriate, any documentation evidencing a change of name
	+ evidence of the candidate’s right to work in the UK

**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 satisfactory references

verification of identity and qualifications

a Barred List check

Check for Prohibition from Teaching

a satisfactory Enhanced DBS Disclosure

verification of professional status (for teaching posts) verification of successful completion of statutory induction period (applies to those who obtained QTS after 7 May 1999) where the successful candidate has worked or been resident overseas, such checks and confirmations as the school may require in accordance with statutory guidance.

verification of medical fitness to teach

satisfactory completion of the probationary period

**WARNING**

The facts will be reported to the Police and/or the Independent Safeguarding Authority (ISA). where a candidate is:

found to be on The Children’s Barred List or the Adults’ Barred List, or the Enhanced 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 their application; or

is the subject of serious expressions of concern as to his/her suitability to work with children