



## **APPLICATION AND RECRUITMENT PROCESS**

### **EXPLANATORY NOTES**

#### **Application Process**

- Applications will only be accepted from candidates completing the School's 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 responsibility for safeguarding children. Please see the job description.
- 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.
- We will seek references on shortlisted candidates and may approach previous employers for information to verify particular experience or qualifications, before interview.
- The current employer of candidates working with children, on either a paid or voluntary basis, will be asked about disciplinary offences, including disciplinary offences relating to children or young persons (whether disciplinary sanction is current or time-expired), and whether the candidate has been the subject of any child protection allegations or concerns and, if so, the outcome of any enquiry or disciplinary procedure. If the candidate is not currently working with children, but has done so in the past, that previous employer will be asked about these issues.
- Candidates 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 DfES Children's Safeguarding Operation Unit.
- Candidates should be aware that we may research the digital footprint of a candidate in order to satisfy ourselves of his/her suitability for employment in the School.

#### **Invitation to Interview**

- Interviews will be conducted in person and will include issues relating to the suitability of the candidate 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 (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 originals of the following (photocopies or certified copies are not sufficient):

- a current passport plus a driving licence or a full birth certificate (showing parents' names)
- a utility bill or financial statement (no less than 3 months old) showing the candidate's current name and address
- where appropriate, any documentation evidencing a change of name.

### **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 check of the DBS Barred List
- a satisfactory Enhanced DBS (Disclosure and Barring Services) check
- 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
- verification of fitness by a medical questionnaire or examination
- satisfactory completion of the probationary period.

### **WARNING**

Where a candidate is:

- found to be on the DBS Barred List or the Protection of Children Act List, or the 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, her/his application; or
  - the subject of serious expressions of concern as to her/his suitability to work with children
- the facts will be reported to the Police and/or the DfES Children's Safeguarding Operation Unit.