

APPLICATION AND RECRUITMENT PROCESS EXPLANATORY NOTE



Application Form

- Applications will only be accepted from candidates completing the enclosed application form in full. CVs will not be accepted in substitution for a completed application form.
- 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. Please see the job description for further details.
- The school is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment.
- This post is exempt from the provisions of the Rehabilitation of Offenders Act 1974. Applicants are required to disclose all relevant criminal convictions in accordance with the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975. Guidance on whether a conviction or caution should be disclosed can be found on the Ministry of Justice website.
- The successful applicant will be required to undertake an Enhanced Disclosure and Barring Service (DBS) check, including a barred list check.
- We may seek references on shortlisted candidates and may approach previous employers for information to verify particular experience or qualifications prior to interview. Please inform us if you do not wish us to contact your referees at this stage.
- If you are currently working with children, on either a paid or voluntary basis, your current employer will be asked about disciplinary offences, including those 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 these 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 and may respond 'not applicable' where appropriate.
- You should be aware that the provision of false information is an offence and could result in your application being rejected, summary dismissal if appointed, and possible referral to the police and/or relevant safeguarding authorities.

Invitation to Interview

- If you are invited to interview, this will be conducted in person. The interview process will include an assessment of your 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 (e.g. original or certified copies 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.