

## APPLICATION AND RECRUITMENT PROCESS EXPLANATORY NOTE



### Application Form

- Applications will only be accepted from candidates completing the enclosed Application Form in full. CV's will not be accepted in substitution for completed Application Forms in the absence of good reason.
- 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 job description for 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.
- Where appropriate the successful applicant will be required to complete a Disclosure from the Disclosure Barring Service at Enhanced Level.
- We will seek references on short-listed 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, 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 DfE Children's Safeguarding Operation Unit.

### Invitation to Interview

- 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.

Candidates called for interview will be required to bring the following **original** documents to the interview for verification purpose, photocopies will **not** be accepted:

- Birth Certificate or valid passport or driving license (both photo-card and paper version required)
- Relevant Certificates of academic and professional qualifications
- Proof of your entitlement to work in the UK

- Proof of your home address (i.e. Utility statement, Council Tax bill, bank/building society statement dated within the last 3 months (please note mobile phone statements are not accepted))
- Where appropriate any documentation evidencing a change of name
- Where the candidate is not a citizen within the European Economic Area or Switzerland, proof of entitlement to work and reside in the UK.

This information will also be used to allow the School to progress a Disclosure Barring Service (previously Criminal Record Bureau) check if you are successful at the interview stage.

**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

- The receipt of two satisfactory references (if these have not already been received)
- Subject to a satisfactory probationary period
- A satisfactory enhanced DBS check and if appropriate, a check of the Barred List maintained by the DBS.
- For a candidate to be employed as a teacher, a check that the candidate is not subject to a prohibition order issue by the Secretary of State
- Verification of professional qualifications, where appropriate
- Verification of successful completion of statutory induction period (for teaching posts – applies to those who obtained QTS after 7<sup>th</sup> May 1999)
- If you have worked or been resident overseas such checks and confirmations as we may consider appropriate so that any relevant events that occurred outside the UK can be considered
- Receipt of a satisfactory Medical Declaration Form.

### Equal Opportunity

Plymouth College is an Equal Opportunity Employer. The College welcomes applications from all posts from appropriately qualified persons regardless of sex, race, religion, disability or age. The college is required by law to keep information as to the sex, ethnic backgrounds, disabilities and age of applications and in order to comply a separate, confidential, appendix to the application form is available for completion should the applicant choose. This will not be seen by any interview panel.

### **WARNING**

Where a candidate is:

- found to be on DfES List 99 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, his application; or
- the subject of serious expressions of concern as to his/her suitability to work with children

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