



MERCHANT TAYLORS'

School

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.
- Successful applicants will be required to complete a Disclosure from the Disclosure and Barring Service at the appropriate level for the post.
- We will seek references on shortlisted candidates and may approach previous employers for information to verify particular experience or qualifications.
- 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 DfES 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.

- 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 with them:
 - a current driving licence including a photograph or a passport or a full birth certificate
 - a utility bill or financial statement dated within the last 3 months showing the candidates current name and address
 - where appropriate any documentation evidencing a change of name

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 agreement of a mutually acceptable start date and you entering into a contract incorporating the School's standard terms and conditions of employment;
- verification of your identity (where it has not previously been verified);
- verification of your medical fitness for the role by the School's medical adviser; / or self-declaration confirming your medical fitness to perform the role;
- the receipt of two references (one of which must be from your most recent employer and / or your most recent employer for whom you worked with children) which the School considers satisfactory. The School may telephone your referees in order to verify the reference they have provided. If we receive a factual reference i.e. one which contains only limited information about you, additional references may be sought before your appointment can be confirmed;
- for positions which involve "teaching work" information about whether you have ever been referred to, or are the subject of a sanction, restriction or prohibition issued by, the Teaching Regulations Agency (previously known as the National College for Teaching and Leadership (NCTL)) which renders you unable or unsuitable to work at the School;
- for applicants who have carried out teaching work outside the UK information about whether the you have ever been referred to, or are the subject of a sanction issued by, a regulator of the teaching profession in any other country which renders you unable or unsuitable to work at the School;
- the receipt of a completed self-declaration form; where appropriate, confirming whether you are disqualified from acting as a trustee / governor or senior manager of a charity under the Charities Act 2011
- information about whether you have ever been the subject of a direction under section 142 of the Education Act 2002 which renders you unable or unsuitable to work at the School;

- for management positions information about whether you have ever been referred to the Department for Education, or are the subject of a direction under section 128 of the Education and Skills Act 2008 which renders you unable or unsuitable to work at the School;
- verification of your right to work in the UK;
- any further checks which the School deems necessary if you have lived or worked outside of the UK which may include an overseas criminal records check, certificate of good conduct or professional references;
- verification of professional qualifications which the School deems a requirement for the post, or which were otherwise cited in support of your application (where they have not been previously verified);
- a clear check of the Children's Barred List [*if the position amounts to regulated activity*]; and
- the receipt of an Enhanced Disclosure from the Disclosure and Barring Service (**DBS**) which the School considers to be satisfactory.
- 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 May 1999)
- satisfactory completion of the probationary period

WARNING

Where a candidate is:

- found to be on the Child Barred List, subject to a prohibition order as confirmed by the Teaching Regulation Agency (previously known as the National College for Teaching and Leadership), subject to a direction under section 142 of the Education Act 2002 or section 128 of the Education and Skills Act 2008 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 DCSF Misconduct Team.

HOW WE USE YOUR INFORMATION

We will use the information which you have provided and which we collect from other sources (such as from references and from the Disclosure and Barring Service) for the following purposes: to assess your suitability for the role for which you have applied, to assess your suitability to work with children and to enable us to comply with our legal obligations (including safeguarding and promoting the welfare of children and young people). Further information on how the School uses personal data is set out in the School's Staff Transparency Notice, which can be found on the Vacancy page of the School Website.