



APPLICATION FORM - EXPLANATORY NOTES

Application Form

1. Candidates should complete the enclosed application form in full. If you would like to submit a CV you may do so, but you must complete every section on the application form.
2. As part of the application process please provide a photocopy of your driving licence/ passport for identification purposes. This should be attached to your application form.
3. Candidates should be aware that all posts in the school involve 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 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.
4. The successful applicant will be required to complete an application for a Disclosure and Barring Service Enhanced Certificate (DBS), previously known as CRB.
5. We will seek references on shortlisted candidates and may approach any previous employer(s) for information to verify particular experience or qualifications.
6. If you are currently working with children, on either a paid or voluntary basis, your current, or most recent 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 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 they may, where appropriate, answer 'not applicable' if your duties have not brought you into contact with children or young persons.
7. 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 Children's Safeguarding Operation Unit.

Conditional Offer of Appointment – Pre-Appointment Checks

Any offer to a successful candidate will be conditional upon:

1. Receipt of at least two satisfactory references (if these have not already been received), one of whom should be an up-to-date employer referee, i.e. current or most recent employer;
2. Verification of identity and qualifications including, where appropriate, evidence of the right to work in the UK;
3. A satisfactory enhanced DBS check and if appropriate, a check of the Barred List maintained by the DBS;
4. For a candidate to be employed as a teacher, a check that that the candidate is not subject to a prohibition order issued by the Secretary of State or living in the same household where another person who is disqualified lives or works (the disqualification 'by association' aspect will be verified by self-certification);
5. Verification of professional qualifications, where appropriate including DfES/DoE number.
6. Verification of successful completion of statutory induction period (for teaching posts - applies to those who obtained QTS after 7 May 1999).
7. Where the successful candidate has worked or been resident overseas such checks and confirmations as the School may consider appropriate so that any relevant events that occurred outside the UK can be considered.
8. Satisfactory medical fitness.