STOVER SCHOOL

APPLICATION AND RECRUITMENT PROCESS
EXPLANATORY NOTES

Application Form

- Applications will only be accepted from candidates completing the Schools' Application Form in full. CV's will not be accepted in substitution for completed Application Forms.

- 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.

- It is an offence to apply for a role engaging in regulated activity with children if you are barred from engaging in regulated activity relevant to children.

- Any offer of employment arising from this application will be made conditional upon a satisfactory Enhanced Disclosure from the Disclosure & Barring Service and satisfactory references. The appointment will also be subject to a continuing duty of disclosure for the duration of the employment

- We will seek references on shortlisted candidates prior to interview 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.

- If you are invited to interview please inform us of any special access requirements you might require or any other adjustments you require at this time.

- 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.

- If invited to interview online searches will be done as part of due diligence.

- 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 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

- receipt of at least two satisfactory references
- verification of identity and qualifications
- a check at DFE List 99 and the Protection of Children Act List as appropriate
- a satisfactory Enhanced DBS Disclosure and ongoing duty of disclosure throughout any period of employment
- Prohibition Check (Teachers)
- Disqualification by Association form to be completed
- verification of professional status such as 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)
- where the successful candidate has worked, or been resident, overseas in the previous ten years, they are required to provide a Certificate of Good Conduct from the country in question
- verification of medical fitness in accordance with DFE Circular 4/99 Physical and Mental Fitness to Teach of Teachers and Entrants to Initial Teacher Training
- satisfactory completion of the probationary period

WARNING
Where a candidate is:

- found to be on DFE List 99 or the Protection of Children Act List, or the DBS (Disclosure & Barring Service) 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.