



# THE PRIOR FOUNDATION

An Education for Life

## RECRUITMENT POLICY and Procedure



**PRIOR PARK EDUCATIONAL TRUST**  
**EXPLANATORY NOTES - APPLICATION AND RECRUITMENT PROCESS**

**Application Form**

- Applications will only be accepted from candidates completing the enclosed Application Form in full. CVs will not be accepted as a substitute for an Application Form, but can be included to support the application, provided they are signed by the applicant.
- 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 more information.
- 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.
- The successful applicant will be required to complete an application for an Enhanced Disclosure from the Criminal Records Bureau.
- For teaching and some other posts, references will be sought for shortlisted candidates and we may approach previous employers for information to verify particular experience or qualifications before interview. Please let us know if you do not wish references to be sought at this stage of the recruitment process.
- 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). They will be asked 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.
- 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 following agencies: Police, DCSF, relevant Local Authority department and/or Local Safeguarding Children Board.

**Invitation to Interview**

- If you are invited to interview, then the areas covered will include 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 (eg 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:
  1. A passport or current photo driving licence and a full birth certificate,
  2. Where appropriate, documentary proof of a change of name,
  3. A utility bill or financial statement showing current name and address.

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 (if these have not already been received);
- Verification of identity and qualifications;
- A check of DCSF List 99 and the Protection of Children Act list as appropriate;
- A satisfactory Enhanced CRB Disclosure;
- Verification of professional status such as GTC registration, QTS status (where required), NPQH;
- For teaching posts, verification of successful completion of the statutory induction period (this applies to those who obtained QTS after 7 May 1999);
- Where the successful candidate has worked or been resident overseas in the previous five years, such checks and confirmations as the school may require in accordance with statutory guidance;
- Verification of medical fitness in accordance with DfES 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 DfES List 99 or the Protection of Children Act List, or the CRB 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/ her 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 DfES or Local Safeguarding Children Board.

