

**VINEHALL SCHOOL**  
**APPLICATION AND RECRUITMENT PROCESS**  
**EXPLANATORY NOTES**

Application Form

- Applications will only be accepted from candidates completing the enclosed Application Form in full. CV's are welcome in addition, if candidates wish, but will not be accepted in place of a completed Application Form.
- 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.
- The successful applicant will be required to complete an Enhanced Disclosure from the Criminal Records Bureau. The school pays for this service.
- We will seek references on shortlisted 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 s/he 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.
- In line with DfE guidance on Safeguarding Children and Safer Recruitment in Education, all candidates invited to interview must bring with them the following documents to confirm their identity:
  - a current driving licence including a photograph and a valid passport. If you do not possess both documents, please bring your driving licence or passport plus a full birth certificate

- a utility bill or financial statement showing the candidates current name and address (not more than 3 months old)
- where appropriate any documentation evidencing a change of name

and documents confirming any educational or professional qualifications that are necessary or relevant to the post. Where originals or certified copies are not available to the successful, written confirmation of the relevant qualifications must be obtained from the awarding body.

**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 against List 99 and the Independent Safeguarding Agency (ISA) barred list (which is included in the enhanced CRB check)
- a satisfactory Enhanced CRB Disclosure
- receipt of a satisfactory medical questionnaire
- 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.
- satisfactory completion of the probationary period.

#### **WARNING**

Where a candidate is:

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

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