



Application and Recruitment Process – Explanatory Note

Recruitment Procedures

Application Stage

1. All candidates for posts at the school must complete and submit the relevant application form downloaded from our website www.packwood.salop.sch.uk (click on Job Vacancies). Candidates may also submit a CV as supplementary information but not instead of the application form.
2. All sections of the application form must be completed or marked N/A where appropriate. Please provide your complete employment history from leaving education to present ensuring there are no gaps. Any periods unaccounted for will be queried at interview.
3. Candidates should be aware that all posts in the school involve some degree of responsibility for safeguarding children. As a consequence candidates must be willing to undergo statutory safeguarding checks before the commencement of their employment. In addition, it should be noted that all positions are exempt from the Rehabilitation of Offenders Act 1974, and all convictions, cautions and bind-overs, including those regarded as 'spent' must therefore be declared.
4. The school will seek references on short listed candidates and may approach previous employers for information to verify particular experience or qualifications before interview. References sent with the application form or produced by the candidate will not be accepted. References from relatives or from those writing solely in the capacity of friends will also not be accepted.
5. If you are currently working with children your current employer will be asked about 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 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.
6. You should be aware that the provision of false information is an offence and could result in the application being rejected, the offer of employment being withdrawn or termination of employment. In extreme cases it may be necessary to refer the matter to the police and/or the Independent Safeguarding Authority (ISA).

Interview Stage

7. The identity of all candidates will be checked at interview. Each candidate is asked to bring to the interview the following documents:
 - their passport
 - documentation officially confirming any change of name (eg marriage certificate) and at least one of the following:
 - Birth Certificate
 - Full Driving Licence

In addition candidates should bring with them two documents, issued within the previous 3 months, for the purpose of confirming their current address eg utility bill (but not mobile telephone) bank or building society statement, credit card statement etc. Please note that printed copies from online accounts are not acceptable. Where this information cannot be provided candidates must call the school for advice.

Only originals of all documents will be accepted, not photocopies.

8. Foreign nationals not from an EEA country require permission to work in the UK. Such candidates should bring to the interview the necessary original paperwork to establish their right to work in the UK.
9. All candidates invited to interview must bring documents confirming any educational or professional qualifications that are necessary or relevant for the post. Where originals or certified copies are not available, written confirmation of the relevant qualifications must be obtained from the awarding body. If, for whatever reason, candidates are unable to bring the necessary documents to the interview it should be noted that an offer cannot be confirmed until such qualifications have been verified.
10. All interviews will include some questions regarding the candidate's suitability to work with children.

Conditional Offer of Employment

11. Any offer to a successful candidate will be conditional upon:
 - A satisfactory enhanced DBS disclosure.
(Where the successful candidate has lived or worked overseas in the previous five years, the school will require a police clearance certificate from the country in which the candidate worked or was resident. The school may make other checks if it feels they are necessary.)
 - Verification of the right to work in the UK.
 - The receipt of two satisfactory references.
 - Verification of identity and relevant qualifications.
 - Confirmation of medical fitness to work.
 - Satisfactory completion of the probationary period.