



BELMONT GROSVENOR *School*

DETAILS OF THE APPLICATION PROCESS FOR A POST AT BELMONT GROSVENOR SCHOOL

1. The Application Form

- a. Applications will only be accepted from candidates completing an Application Form in full. CV's may be submitted but will not be accepted in substitution for completed Application Forms in the absence of good reason.
- b. 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.
- c. 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.
- d. The successful applicant will be required to complete an Enhanced Disclosure from the Criminal Records Bureau. Employment is conditional upon a satisfactory Criminal Records Bureau check and other appropriate checks for all applicants home and overseas.
- e. An overseas national must have permission to work in the UK (if not a member of a European Economic Area country).
- f. 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.
- g. Details of anyone applying for a position which is a "Regulated Activity" as defined by the Safeguarding Vulnerable Groups Act 2006 will be passed to the Police.

2. References

- a. We will seek references on candidates invited for interview and may approach previous employers whether or not named as a referee for information at any stage following receipt of an application form.
- b. Employment is subject to satisfactory references from suitable referees and references may also be verified by telephone call.
- c. If you are currently working with children, on either a paid or voluntary basis, your current employer must be listed as one of your referees. They will be asked about disciplinary offences relating to children or young persons (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, the previous employer will be asked about those issues (and should be listed as a referee). 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. They may, where appropriate, answer that your duties have not brought you into contact with children or young persons.
- d. In the case of applicants who have been employed but who are currently unemployed, one of your listed referees must be the most recent employer.

3. Interview

- a. If you are invited to interview one of the areas which will be explored will be your suitability to work with children.
- b. All successful candidates will be required, during the appointment process, to produce original documents confirming any educational and professional qualifications that are necessary or relevant for the post (e.g. the

original or certified copies of examination 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 bodies.

c. All successful candidates will also be required, during the appointment process, to produce original documents, as follows. Photocopies or certified copies are not sufficient :

- a current passport or a current driving licence (both parts if it is a photo card type) or a full birth certificate
- a utility bill or financial statement showing the candidate's current name and address less than 3 months old
- any third document required by the Criminal Records Bureau
- where appropriate, any document evidencing a change of name
- alternative, acceptable photographic identification if a current driving licence or a passport is unavailable (e.g. a passport style photograph verified by a GP).

d. Photocopies of the above documentation will be taken by the School and retained on file for all successful candidates as part of the School's centralised register of staff, volunteers and governors.

4. Conditional Offer of Appointment: Pre-appointment Checks

Any offer to a successful candidate will be conditional upon:

- a. Receipt of at least two satisfactory references (if these have not already been received)
- b. Verification of identity and qualifications
- c. A satisfactory Enhanced CRB Disclosure
- d. Verification of professional status (where required)
- e. Verification of medical fitness
- f. Confirmation of the candidate's right to live and work in the UK

Where the successful candidate has worked or been resident overseas for more than 12 months after the age of 18, such checks and confirmations as the School may require in accordance with statutory guidance will also be carried out.

5. Warning

Where a candidate is:

- a. found to have been disqualified from working with children by a Court and the information is shown on the Enhanced CRB disclosure, or
- b. found to have provided false information in support of his/her application, or
- c. the subject of expressions of concern as to his/her suitability to work with children, the facts will be reported to the Police and any offer of employment by Belmont Grosvenor School will be immediately withdrawn.

6. General

The School requests applications as soon as possible from interested applicants, reserving the right to offer the post at any stage in the appointment process or not to offer the post at all.

- a. Offers of employment will be made on merit and in accordance with our policy on equal opportunities
- b. Confirmation of a conditional offer of employment will only be made on satisfactory completion of the probationary period
- c. Satisfactory results for the statutory employment checks are recorded in the School's centralised register of staff, volunteers and governors.