



## Recruitment Process Guidelines

*Rossett School is committed to safeguarding and promoting the welfare of children and young people and ensuring that employees are suitable persons to work with them*

### APPLICATION FORM

Your application form plays an important part in your selection - it is the only basis for considering your initial suitability for the post. Read the instructions on the application form carefully before completing it. You must complete all parts of the form.

Look carefully at the job description and person specification. These outline the duties of the post and the minimum knowledge, skills and experience we require. You should look at the skills and experience required and provide evidence that you possess them, preferably by giving specific examples. Relevant skills may have been gained other than through paid employment, so consider also any private, social, leisure, voluntary and domestic responsibilities you have where relevant skills have been developed.

### EQUAL OPPORTUNITY MONITORING

Selection criteria procedures will be reviewed frequently to ensure that individuals are selected and treated on the basis of their merits and abilities. Completion of the Equal Opportunity Monitoring information will assist with our measures. All information is treated in confidence and only used for statistical monitoring. The information will not form part of your application, but will be separated from your application form upon receipt.

### CHILD PROTECTION

All appointments will be subject to a satisfactory, enhanced level DBS check. **This post is exempt from Section 4(2) of the Rehabilitation of Offenders Act 1974** therefore all convictions, cautions and bindovers, including those regarded as 'spent' must be declared. Any pending prosecutions, current court proceedings and police enquiries relating to you, also must be disclosed. If you have any of these, you must provide details in a sealed envelope marked confidential, attached to your application form. Applicants are required to declare if they have been referred to or included on List 99 or PoCA List, barring or restricting work with young people or vulnerable adults.

All new staff are provided with the school's Safeguarding Children Policy (including Child Protection) document and will be required to undertake appropriate training relevant to the role.

### REQUIREMENTS FOR REFERENCES

At least one of the references should be your current employer. If you have not been in recent paid employment, referees should be appropriately qualified to provide confirmation of your suitability for employment. Where we consider that additional references are required, we reserve the right to request details of alternative referee(s) from the Candidate. **References will be taken up prior to interview.**

All reference requests will specifically ask for information about the candidate's suitability to work with children and young people and will request details of: any disciplinary procedures and the outcome of these; any allegations or concerns relating to child protection and/or the welfare of children and young people; details of any criminal convictions, cautions or bindovers.

At interview, candidates will be asked about any allegations or concerns raised against them and the outcome of these, including the details of both current and expired disciplinary sanctions.

## CANVASSING

You must not influence a member of staff or the school governing body, to act in your favour as this will disqualify you. If you are related to a member of staff or a governor, you must indicate this in the relevant section of the application form.

## SHORT-LISTING & INTERVIEWS

A shortlisting process will take place prior to interview. In addition, the school may conduct tests and/or written exercises and you may be asked to undertake such exercises as part of the selection process.

At the interview, the panel will ask questions which are intended to allow you to expand on your application and to demonstrate how you meet the requirements of the post. This is also your opportunity to ask questions relating to the job.

Please note that it is not our practice to reimburse travelling expenses.

## PRE-APPOINTMENT CHECKS

### **Immigration, Asylum and Nationality Act 2006**

Sections 15-25 of the Immigration, Asylum and Nationality Act 2006, which set out the law on the prevention of illegal migrant working, came into force on 29 February 2008.

It is a criminal offence for an employer to employ staff whose immigration status prevents them from working in this country. This means that, in order to comply with this Act, the school must ensure that **all** prospective employees and casual staff who are due to commence work on or after 29 February 2008 have the right to work in the UK **before** they commence employment.

In order that Rossett School complies with the law, **please bring along to your interview** an original document showing that you are eligible to work in the UK (**the law states that we must photocopy an original document**).

For further information on **Immigration, Asylum and Nationality Act 2006** please visit the official government website - [www.ukba.homeoffice.gov.uk/workingintheuk](http://www.ukba.homeoffice.gov.uk/workingintheuk)

You are asked to provide three pieces of original documentation from the list below:

- A biometric residence permit (UK)
- A current driving licence (UK) full or provisional
- Original British birth certificate (UK)
- Marriage/civil partnership certificate
- Adoption certificate
- Fire arms licence (UK)
- Bank/building society statement
- EU national ID card
- Letter of sponsorship from future employment provider valid only for applicants residing outside the UK at time of application
- P45 certificate (UK)
- Council tax statement (UK)
- Mortgage statement (UK)
- British work permit/visa (UK) (UK residence permit)
- P60 certificate
- Benefits statement eg child allowance/pension
- Utility bill

### **Bring to Interview**

- Qualifications - Evidence of qualifications relevant to the post and proof of Qualified Teacher Status (if applicable) will also be required. We can only accept original certificates. If you cannot produce original documents or certified copies, written confirmation of your relevant qualifications must be obtained from the awarding body.
- Proof of Identity - In accordance with Keeping Children Safe in Education April 2014, we must see proof of your identity and evidence of your name, date of birth, address and see some form of photographic identity.

**On Appointment**

- Proof of Identity - In accordance with the Keeping Children Safe in Education guidelines designed to protect young people, we will check your suitability to work with children. You will need to undertake an Enhanced Disclosure via the Disclosure & Barring Service (DBS), involving completing a form for this purpose and provide original supporting documents.
- Medical Clearance - Verification of your medical fitness is required and again you will be asked to complete a form. You will not be able to start work, for insurance purposes, until medical clearance has been received.

It is not our practice to inform applicants that they have been unsuccessful in being called for interview. If you do not receive an invitation to interview, we thank you for your interest in the post.