



# APPLICATION AND RECRUITMENT PROCESS EXPLANATORY NOTE

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Next Review Due: August 2022
Scope: All Schools

## APPLICATION AND RECRUITMENT PROCESS EXPLANATORY NOTE

#### 1. GENERAL

committed to ensuring the best possible environment for the children and young people in its care. Safeguarding and promoting the welfare of children and young people is our highest priority.

The School aims to recruit staff that share and understand our commitment and to ensure that no job applicant is treated unfairly by reason of a protected characteristic as defined within the Equality Act 2010.

All queries regarding application form and recruitment process must be directed to the Personnel Manager (personnel @bromsgrove-school.co.uk).

#### 2. APPLICATION FORM

Applications will only be accepted from candidates completing the relevant application form in full. CVs will not be accepted in substitution for completed application forms.

Candidates should be aware that all posts in the School involve some degree of responsibility for

(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. Where you have no previous employment history, we may request character references which may include references from your school or university.

You should be aware that provision of false information is an offence and could result in the application being rejected or summary dismissal if you have been appointed, and a possible referral to the police and/or DBS.

3. INVITATION TO INTERV

receipt of at least two satisfactory references (if these have not already been received), including for internal appointments. All references should be provided by a senior person with appropriate authority, subject to the satisfaction of the School

verification of identity and qualifications including, where appropriate, evidence of the right to work in the UK

a satisfactory enhanced DBS check and if appropriate, a check of the Barred List maintained by the DBS

for a candidate to be employed as a teacher, a check that that the candidate is not subject to a prohibition order issued by the Secretary of State or any sanction or restriction imposed (that remains current) by the historic General Teaching Council for England before its abolition in March 2012

verification of professional qualifications, including, where applicable, any award of Qualified Teacher Status 582(e S)3(c)9(h)-2(o)9 AMCID 5-BDC q0.000008871 0 595.32 841.92 reWnBT/ F6 11.04 7 verification of successful completion of a statutory induction period (for teaching posts

### 6. CRIMINAL RECORDS POLICY

The School will refer to the Departme