**WINDLESHAM HOUSE SCHOOL**

**APPLICATION AND RECRUITMENT PROCESS NOTE FOR APPLICANTS**

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**Application Process**

* Applications will only be accepted from candidates completing the School’s Application Form in full. CVs will not be accepted in substitution for completed Application Forms.
* Applicants should be aware that all posts in the School involve responsibility for safeguarding children.
* Accordingly, positions are 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 online application for an enhanced check from the Disclosure and Barring Service (DBS) with barred list information, and may also be subject to other safeguarding checks, e.g. Prohibition from teaching, teaching in the EU, and management if applicable.
* The successful applicant will be asked to make a declaration under the Childcare (Disqualification) Regulations 2009 that they know of no reason why they should not be working with children, including disqualification by association.
* The School will seek references on shortlisted candidates and may approach current and/or any previous employers for information to verify particular experience or qualifications, before interview.
* If an applicant is currently working with children, on either a paid or voluntary basis, their 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 they have been the subject of any child protection allegations or concerns and, if so, the outcome of any enquiry or disciplinary procedure. If an applicant is not currently working with children but has done so in the past, that previous employer will be asked about those issues. Where neither current nor previous employment has involved working with children, the current employer will still be asked about the applicant’s suitability to work with children.

**Invitation to Interview**

* Where an applicant is invited to interview this will be conducted in person and the areas which it will explore will include suitability to work with children.
* All applicants invited to interview must bring documents confirming any educational and professional qualifications that are necessary or relevant for the post. Where originals or certified copies are not available for the successful candidates, written confirmation of the qualifications must be obtained from the awarding body.
* All applicants invited to interview must also bring with them three forms of identification from the *Safer Recruitment Identity Documents* list. These forms of identification will be used in the application for an enhanced check from the DBS for the successful applicant. Please note that originals are necessary; photocopies or certified copies are not sufficient.

**Conditional Offer of Employment: Pre-Appointment Checks**

Any offer to a successful candidate will be subject to/conditional upon (where these checks have not already been successfully completed):

* Receipt of at least two satisfactory references;
* Verification of identity and qualifications;
* A satisfactory enhanced DBS check with barred list information;
* Where the successful candidate is employed as a Teacher or appointed to teach, e.g. a Teaching Assistant, Sports Coach or Peripatetic Staff; or a former Teacher employed as Support Staff, a check of the Prohibition Order of the Secretary of State;
* A declaration under the Childcare (Disqualification) Regulations 2009 that the applicant knows of no reason why they should not be working with children, including disqualification by association;
* Where the position falls within the scope of the taking part in the management of an independent school, undertaking a check of the Prohibition from Management s.128 direction;
* Where the successful candidate has worked or been resident overseas in the previous five years, such checks and confirmation as the School may require in accordance with statutory guidance;
* Where the successful candidate has taught overseas, a Prohibition from Teaching of EU Staff check; and
* Verification of physical and mental fitness to carry out the duties of the post.

**Warning**

It is an offence to seek employment in regulated activity if you are barred from doing so. 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 DBS.

Where an applicant is:

* Found to be on the DBS’s Barred list, the NCTL’s Prohibition Lists, or the DBS check shows he/she has been disqualified from working with children by a Court; or
* Considered or found to have provided false or fraudulent information in, or in support of, his/her application; or
* The subject of serious expressions of concern as to his/her suitability to work with children,

.. the facts will be reported to the DBS and/or the Secretary of State (via the DfE), as appropriate, and the School will also consider reporting the matter to the police.

**Equal Opportunities**

Windlesham House School promotes employment practices designed to eliminate discrimination and to ensure adherence to legislation and appropriate codes of practise.

Our aim is:

* To ensure that no job application or employee receives less favourable treatment on the grounds of sex, race, colour, age, religion, disability, ethnic or national origins, sexual orientation or social class.
* To ensure no hob applicant or employee is disadvantages by conditional or requirements, which cannot be justified.
* All employees will be recruited and trained on the basis of ability and job requirements as defined within the job descriptions and person specifications.

**Data Protection Act 1998**

The information provided on the application form will be processed using manual and computer records. Windlesham House School will hold your application from on your personal file if successfully appointed to the post. If unsuccessful Windlesham House School will retain your application form for a period of six months and thereafter will destroy accordingly.

**Disability Discrimination Act 1996**

Windlesham House School welcomes application for employment from disabled people and is committed to providing reasonable adjustments, where necessary, to make interviews and jobs more accessible to disabled people.