



APPLICATION PROCESS EXPLANATORY NOTE

Application Form

- Applications will only be accepted from candidates completing the enclosed Application Form in full. You may also provide a CV, but this will not be accepted in place of the completed Application Form in the absence of good reason.
- 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.
- Accordingly 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.
- Where appropriate the successful applicant will be required to complete a Disclosure from the Disclosure and Barring Service at the appropriate level for the post. You will be required to present the DBS Disclosure Certificate to the School.
- We will seek references on shortlisted candidates and may approach previous employers for information to verify particular experience or qualifications, before interview.
- If you are currently working with children, on either a paid or voluntary basis, your 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 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, although it may where appropriate answer not applicable if your duties have not brought you into contact with children or young persons.
- If the role for which you are applying is covered by the Childcare Act 2006, you will be required to complete a Staff Suitability Declaration Form, which will be enclosed.
- 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 and/or the Disclosure and Barring Service, and/or the DCSF Safeguarding Group.