

Recruiting Pack Information

This pack should contain the following:

- **Job Application Form**
- **Job Description and Person Specification**
- **Child Protection and Equal Opportunities Short Statement**
- **New Staff General Information**
- **Terms and Conditions of the job**

In addition the following forms will be required if you are made a provisional/conditional job offer.

- **Safeguarding Children and Young People form**
- **Medical Form**

Selection Process

Applications

Must be made using the school application form, CVs should not be sent in support.

Interviews

Candidates will be filtered by the Selection Board to a list of candidates whose Applications Forms best meet the Job and Person Specifications. Accepted candidates will be called for interview.

If necessary the Board will conduct a second round of 'Short List' interviews, normally a maximum of three, prior to making a final conditional offer (conditional on all checks being completed). You will be informed at first interview if a second round is expected.

Documentation

We will write separately if you are selected for interview, when you will be required to bring the following documents with you. Only original documents are acceptable:

- 1) Birth Certificate, or Passport, or Photo Driving Licence
- 2) Proof of change(s) in surname(s) e.g. marriage or divorce certificate, deed poll certificate etc.
- 3) Original certificates of relevant qualifications
- 4) Recent Utility bill, bank statement or similar to confirm address

Checks

The following checks will be made:

- References
- Gaps in employment record
- Anomalies found in application paperwork, note essential requirements must be met in full.
- Qualifications
- Enhanced CRB

Testing/Assessment

If any form of additional testing or assessment is to be undertaken you will be informed prior to being called for interview.