

## Recruiting Pack Information and Policy

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. Date of Birth will be asked as this is necessary to ensure the school complies with its safer recruitment obligations by undertaking due diligence on career history.

#### 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 and any job offer will be conditional on their successful completion:

- References written (and verbal if necessary)
- 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.