



## CALDICOTT SCHOOL

### **Application and Recruitment Process: Information and Explanatory Notes**

1. Candidates should submit a Letter of Application to the Headmaster and a fully completed Application Form. If you would like to submit a CV you may do so but this will not be accepted or processed in isolation.
2. Your Letter of Application should state the reasons why you are applying for the role and explain your suitability for the role with particular reference to the “Description of Teacher Duties”/Job Description and Person Specification.
3. Candidates should be aware that all posts in the school involve responsibility for safeguarding children, although the extent of that responsibility will vary according to the nature of the post. Please see the job description for the post.
4. The successful applicant will be required to complete an application for a Disclosure and Barring Service Enhanced Certificate (DBS), previously known as a Criminal Records Bureau (CRB) check. Further information on Criminal Record checks is given in Section 7 of the Application Form.
5. We will seek references on shortlisted candidates and may approach previous employers for information to verify particular experience or qualifications.
6. 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 they may, where appropriate, answer “not applicable” if your duties have not brought you into contact with children or young persons.
7. 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.



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### **Conditional Offer of Appointment – Pre-Appointment Checks**

Any offer to a successful candidate will be conditional upon:

1. Production of proof of eligibility to work in the UK
2. Receipt of at least two references satisfactory to Caldicott (if these have not already been received).
3. Verification of identity and qualifications.
4. A check of the DBS children's Barred List.
5. A satisfactory DBS Certificate at the enhanced level.
6. 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 the statutory guidance.
7. A satisfactory check of relevant regulatory body sanctions, for example those imposed by the Department of Education as notified on their Secure Access system.