



IPSWICH SCHOOL

APPLICATION AND RECRUITMENT PROCESS EXPLANATORY NOTES

APPLICATION FORM

- 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 in the absence of good reason.
- If application forms are submitted electronically (by email) a signed copy of the application form must subsequently be received.
- If applicants opt to apply using the online application form (via the School's website) we will ask shortlisted candidates to sign a hard copy print of the application form to confirm the details and declarations made on the online form.
- Candidates should be aware that all posts in the School involve some degree of responsibility for safeguarding children, although the extent of that responsibility varies according to the nature of the post – the job description gives more detail.
- Accordingly this post is exempt from the Rehabilitation of Offenders Act 1974 and therefore all convictions, cautions and bindovers, including those regarded as 'spent' must be declared.
- The successful applicant will be required to complete an application for a *Disclosure* from the Disclosure and Barring Service (DBS) at enhanced level. Having a criminal record will not necessarily be a bar to obtaining this position. The School's policy on the handling of DBS information and the recruitment of ex-offenders is available on our website at www.ipswich.school or from the School if you would like a paper copy.
- We will endeavour to seek references on shortlisted candidates (see section on references) and may approach previous employers for information to verify particular experience or qualifications before interview.
- 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 your employer may,

where appropriate, answer 'not applicable' if your duties have not brought you into contact with children or young people.

- You should be aware that provision of false information is an offence and could result in your application being rejected, or summary dismissal if you have been selected for the post, and possible referral to the police and/or DfE.

INVITATION TO INTERVIEW

- If you are invited to interview this will be conducted in person and it will explore your suitability to work with children.
- We will ask all candidates invited to interview to bring *original* documents confirming any educational and professional qualifications that are necessary or relevant for the post (for example, degree certificates, teaching certificates, diplomas etc). Where *original* documents are not available, written confirmation of the relevant qualifications must be obtained by the candidate from the awarding body and supplied preferably at interview stage and certainly prior to taking up an appointment.
- We will ask all candidates invited to interview to also bring the following *original* documents with them:
 - current passport, current photo driving licence and UK birth certificate (as many of these documents as you have)
 - evidence of right to live and work in the UK, and right to take up employment with Ipswich School
 - a utility bill or financial statement not more than 3 months' old showing your current name and address, or a council tax statement for the current year, or a mortgage statement issued in the last 12 months (note: we cannot accept online bank or utility statements, or mobile phone bills).
 - evidence of all changes of name (for example, marriage certificate/certified deed poll document) if appropriate.

These documents are used to satisfy Ipswich School of the candidate's identity and also as part of the process for applying for a DBS *Disclosure*.

CONDITIONAL OFFER OF APPOINTMENT: PRE-APPOINTMENT CHECKS

Any offer to a successful candidate will be conditional upon:

- Receipt of at least two satisfactory (written) references (if these have not already been received).
- Verification of identity (in line with DBS guidance).
- The correct evidence of right to live and work in the UK.
- Verification of qualifications and/or professional status (eg QTS).
- Verification/satisfactory explanation of any gaps in employment history.
- Receipt of a satisfactory enhanced *Disclosure* from the DBS (or satisfactory completion of a DBS update service check).
- A satisfactory check of the DBS Barred List.
- Where the successful candidate has worked, or been resident overseas, such overseas criminal records checks and confirmations as the School may require.
- Verification of medical fitness by completion of a declaration contained within the application for employment, and subsequently completion of a medical questionnaire and/or medical examination.

- Verification of any sanctions or prohibitions from teaching in the UK and EEA and the management of Schools (SI28) as appropriate.
- Satisfactory completion of a probationary period as appropriate.

WARNING

If a candidate is:

- Found to be on the DBS Barred List, or the DBS *Disclosure* shows s/he has been disqualified from working with children by a court; or has been
- Found to have provided false 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 police and/or the DfE.

PRIVACY NOTICE AND DATA PROTECTION

The School's Privacy Notice (which is updated from time to time) can be found on the School's website: <https://www.ipswich.school/privacy.aspx> or a hard copy is available on request. The School's privacy notice provides all the information, as required by GDPR, in relation to data collected for HR and/or employment purposes, and how the School will use, process, disclose, protect and retain that personal data.

Reviewed January 2019