

# SEVENOAKS SCHOOL

## Application and recruitment process explanatory note



### General

Sevenoaks School is committed to ensuring the best possible environment for the children and young people in its care. Safeguarding and promoting the welfare of children and young people is our highest priority. We are also committed to the fair treatment of all of our staff and potential staff.

Applications are therefore welcomed from **all** candidates with the right mix of talent, skills and ability.

Any queries on the application process or application forms should be directed to the Human Resources department.

### Application Form

Applications will not be considered unless the application form is completed **in full**. CVs will not be accepted instead of completed application forms, but should be attached to the application form for teaching applications. For support staff, attaching a CV is optional. The school will seek references on short-listed candidates for all posts prior to interview and may also approach previous employers for information verification, either before or after interview. Applicants should be aware that provision of false information is an offence and could result in an application being rejected or if started, summary dismissal.

### Completing the Application Form – Instructions for the Academic Application Form

Open the application form by clicking on the link on the school website. The file should automatically open in Adobe Reader. If you do not have a copy of Adobe Reader on the computer you are using, download a free copy from <http://get.adobe.com/uk/reader>. Ignore instructions to 'Sign In'. Clicking on 'Highlight Existing Fields' in the top right-hand corner of the screen makes it easier to see all fields. For each field, please do not exceed the space that can be seen on the screen. Anything which cannot be seen on screen will not show when the form is printed. If you need to create a separate document for additional information, please do so. Once completed, please print off the form, sign and date it, attach a covering letter and any necessary documents (i.e. a CV for teaching applications) and e-mail scanned copies or post to the Human Resources Office at Sevenoaks School.

### Child Protection and Disclosure and Barring Service (DBS) Checks

Candidates should be aware that all posts in the school involve some degree of safeguarding children, although the extent of that responsibility will vary according to the nature of the post (see the relevant job description). It is therefore of the utmost importance that legally correct information is given during all parts of the application process.

Accordingly, the school is exempt from the Rehabilitation of Offenders Act 1974 and therefore all convictions, cautions, reprimands and final warnings (excluding those which are "protected" under the Exceptions Order 1975 (2013)) must be declared, subject to the DBS filtering rules referred to at the end of this form. Please therefore ensure that you read this, before completing this section of the application form. If you have a criminal record this will not automatically debar you from employment. Instead, each case will be assessed individually on its merits.

If a candidate is currently working with children, including as a volunteer, their current employer will be asked about disciplinary offences, including those relating to children or young persons (whether the disciplinary sanction is current or time expired), and whether they have been the subject of any child protection allegations or concerns, and if so, the outcome of any enquiry or disciplinary procedure. If an applicant is not currently working with children but has done so in the past, the appropriate previous employer will be asked these questions. Where they have not previously worked with children, the current employer will still be asked about their suitability to work with children but they may answer “not applicable” if the job duties have not brought them into contact with children or young persons.

The successful applicant will be required to obtain a Disclosure Certificate from the DBS at the Enhanced level before starting work. The school will ensure that an open discussion takes place on the subject of any offences or other matters that might be relevant to the position, either at interview or in a separate meeting. Failure to reveal information that is directly relevant to the position could lead to the withdrawal of a job offer, or consideration for employment, as appropriate. However, having a criminal record will not necessarily bar candidates from working at Sevenoaks School. This will depend on the nature of the position, and the circumstances and background of the offence/s. The school ensures that all those involved in the recruitment process have been suitably trained to identify and assess the relevance and circumstance of offences. It also ensures that they have received appropriate guidance and training in the legislation relevant to the employment of ex-offenders (the Rehabilitation of Offenders Act 1974) and that the school complies fully with the DBS Code of Practice, which can be found on the DBS website.

### **Invitation to Interview**

Applicants will be short-listed according to the relevance and applicability of their professional attributes and personal qualities to the role. Short-listed applicants will then be invited to attend a formal interview at which his/her relevant skills and experience will be discussed in more detail.

Interviews will be conducted wherever possible in person and the areas which will be explored will include the candidate’s suitability to work with children.

All those invited to interview must bring **original** documents confirming any educational and professional qualifications that are necessary or relevant for the post (e.g. original certificates, diplomas, etc.). **Photocopies or certified copies are not sufficient.** If original certificates are not available for the successful candidate, written confirmation of the relevant qualifications must be obtained from the awarding body.

All candidates invited to interview must also bring with them the following original documents:

- a current driving licence (both parts of the modern version), a passport and a **full** birth certificate
- a UK utility bill (not mobile phone and not more than three months old), or financial statement showing the candidate’s current name and address (not more than three months old)
- where appropriate any documentation evidencing a change of name (surname and/or forename)
- a list of residential addresses covering a complete period of the last 5 years
- their latest DBS Disclosure certificate (if held)
- a document showing any Teachers Reference Number (TRN)
- documentation showing NI number.

Candidates with a disability who are invited to interview should inform the school of any necessary reasonable adjustments or arrangements to assist them in attending the interview.

## **Conditional Offer of Appointment: Pre-appointment Checks**

Any offer to a successful candidate will be conditional upon:

- receipt of at least two references, satisfactory to the school
- verification of identity, qualifications and professional status (where appropriate)
- a satisfactory check of the Disclosure and Barring Service Children's Barred list
- a satisfactory DBS Disclosure at the Enhanced level
- where the successful candidate has worked or been resident overseas in the previous five years, such checks and confirmations as the school may require in accordance with statutory guidance, a check to show the individual is not subject to a Prohibition Order
- proof of the right to work in the UK
- verification of medical fitness (the school is aware of its duties under the Equality Act 2010 and no job offer will be withdrawn without first consulting with the applicant, considering medical evidence and considering reasonable adjustments)
- for teaching posts: verification of professional status such as GTC registration, QTS status (where required), NPQH and satisfactory completion of a teacher's statutory induction period (applies to those who obtained QTS after 7 May 1999) and verification of medical fitness in accordance with DfE Circular 4/99 – Physical and Mental fitness to Teach of Teachers and Entrants to Initial Teacher Training. In addition, a check that the candidate is not subject to a prohibition order issued by the Secretary of State
- for those in a leadership role: evidence that you have not been prohibited from participating in the management of independent schools.
- no EEA authority restrictions in force.

## **WARNING**

Where a candidate is:

- found to be on the DBS Children's Barred list, or the DBS Disclosure shows that they have been disqualified from working with children by a court; or
- found to have provided false information in, or in support of, their application; or
- the subject of serious expressions of concern as to their suitability to work with children,

the facts will be reported to the police and/or the Disclosure and Barring Service.

## **Data Protection**

The school will process personal data about you in accordance with the Data Protection Act 1988 and the school's Data Protection Notice which is available at: [www.sevenoaksschool.org/documents](http://www.sevenoaksschool.org/documents).

## **Spent convictions and the DBS filtering rules**

Please see the Gov.uk website for details of the time limits for when different cautions or convictions become spent.

## **Filtering rules**

You are not required to disclose information about spent criminal convictions if you were over 18 years of age at the time of the offence and:

- 11 years have elapsed since the date of conviction;
- it is your only offence;
- it did not result in a custodial sentence; and
- it does not appear on the list of "specified offences".

You are not required to disclose information about a spent caution if you were over 18 years of age at the time of the offence and six years has elapsed since the date it was issued, and provided it does not appear on the list of "specified offences".

You are not required to disclose information about a spent criminal conviction if you were under 18 years of age at the time of the offence and:

- five and a half years have elapsed since the date of conviction;
- it is your only offence;
- it did not result in a custodial sentence; and
- it does not appear on the list of "specified offences".

You are not required to disclose information about a spent caution if you were under 18 years of age at the time of the offence and two years has elapsed since the date it was issued, and provided it does not appear on the list of "specified offences".

The list of "specified offences" that will always be disclosed can be found at:

<https://www.gov.uk/government/publications/dbs-list-of-offences-that-will-never-be-filtered-from-a-criminal-record-check>.

*Director of Human Resources  
Sevenoaks School  
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