

APPLICATION AND RECRUITMENT PROCESS EXPLANATORY NOTE

We welcome applications from all candidates with the right mix of talent, skills and ability and take seriously our responsibility for the safety and welfare of the children at our School.

Application Form

Please note that 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, but may accompany the Application Form.

Application Forms are available to download from the School's website together with the relevant Job Description and Selection Criteria. If you do not have access to the internet, please contact the HR Manager on 01580 713064 who will print out and send an Application Form to you.

We will accept Application Forms by e-mail which should be sent to recruitment@dulwichprepcranbrook.org or by post to the Human Resources Manager at the School's address.

We will seek references on shortlisted candidates where appropriate, and may approach previous employers for information to verify particular experience or qualifications before interview.

You should be aware that the provision of false information is an offence and could result in your application being rejected, or summary dismissal if you have been appointed, and possible referral to the Disclosure and Barring Service, the Police, and/or DCSF Children's Safeguarding Operation Unit.

Invitation to Interview

We shortlist applicants according to the relevance of their professional attributes and personal qualities for the role. If you are shortlisted, you will be invited to an interview which will be conducted in person. We will explore your suitability for the position available and your suitability to work with children.

If you are invited to interview you must also bring with you a number of documents:

- Photographic Evidence of ID - a current passport or a current driving licence. Please also bring with you your full birth certificate
- Further evidence of ID - where appropriate, any documentation evidencing a change of name e.g. marriage or divorce certificate



- Evidence of Address - a utility bill or bank / credit card statement (not more than 3 months old) showing your current name and address
- Documents confirming any educational and professional qualifications that are necessary or relevant for the position. For example a document showing your Teachers Reference Number (TRN) and / or relevant degree

Please note that originals of the above are required. Photocopies or certified copies are not sufficient. If you are unable to bring any of the above documents with you to interview please contact the Human Resources Manager in advance.

Interviews, wherever possible, will be conducted in person. Where necessary, please inform the School of any reasonable adjustments or arrangements you require to assist you in attending your interview.

Child Protection and Disclosure and Barring Service (DBS) Checks

You should be aware that all posts in the School involve some degree of responsibility for safeguarding children; the extent of that responsibility will vary according to the nature of the position for which you have applied. Please refer to the relevant job description.

If you are successful in your application, and where appropriate, you will be required to complete an Enhanced Disclosure (Police Check) from the Disclosure and Barring Service for the post.

You will be asked to disclose any unspent convictions, cautions, reprimands or warnings, and to note that the amendments to the Exceptions Order 1975 (2013) provide that certain spent convictions and cautions are 'protected' and are not subject to disclosure to employers, and cannot be taken into account. Guidance and criteria on the filtering of these cautions and convictions can be found at the Disclosure and Barring Service website. www.gov.uk/dbs.

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. He or she may, where appropriate, answer "not applicable".

Conditional Offer of Appointment: Pre-Appointments Checks

If you are successful in your application, any offer of employment will be conditional upon:

- receipt of at least two satisfactory references (if these have not already been

received)

- verification of identity and qualifications
- a check of the Child Barred List
- a satisfactory DBS Disclosure at Enhanced level
- verification of your medical fitness for the position available
- a prohibition order check will be undertaken for teaching posts

If you have worked or been resident overseas in the previous five years, we will carry out such further checks and confirmations as the School may require in accordance with statutory guidance.

Additional checks may be required depending on the position for which you have applied and will be detailed in any offer of employment given to you.

WARNING

If you are found to be on the Child Barred List, or the DBS disclosure shows that you have been disqualified from working with children by a Court, or are found to have provided false information in support of, your application, or are the subject of serious expressions of concern as to your suitability to work with children, the facts will be reported to the DBS, the Police and/or the DCSF Children's Safeguarding Operation.

Further Questions

Please direct any further questions you may have to the Human Resources Manager at recruitment@dulwichprepcranbrook.org or 01580 713064.

We look forward to receiving your application.



Dulwich Prep
Cranbrook