



BOLTON SCHOOL

APPLICATION AND RECRUITMENT PROCESS

GUIDANCE NOTES FOR APPLICANTS

Application Form

- All those who enquire about the position will receive an application pack. Alternatively the details contained within the pack may be downloaded from the internet.
- Applications for the role will only be accepted from those who complete the application form in full. CV's will not be accepted in substitution for completed application forms although they may be sent in addition to the completed form.
- The School makes every effort to comply with all legislation, including that referring to Age Discrimination, however, in line with the School's commitment to safeguarding and promoting the welfare of children, applicants are asked to provide dates relating to events that have taken place where specifically asked to do so on the form.
- To ensure, as far as possible, a discrimination free process you are asked to provide your name in Section 2 only. Section 2 will be detached from Section 1 upon receipt.
- Applicants will be selected for interview on the basis of the details provided in the competency section of the application form. You should ensure that you complete all sections in full e.g. **all** qualifications and **levels** gained.
- For teaching positions applicants will be required to send a covering letter, outlining any additional information where provision is not made on the form. If this is necessary for other positions the letter accompanying the application pack will state this.
- Applicants should be aware that all posts in the school, (except casual work in the Arts Centre) fall into the definition of 'regulated activity' and involve some degree of 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 further details.
- Accordingly this post is exempt from the Rehabilitation of Offenders Act 1974 and therefore all convictions, cautions, reprimands, final warnings or bind-overs, including those regarded as 'spent' must be declared. (See attached information sheet).
- All successful applicants will be required to complete an Enhanced Disclosure from the Criminal Records Bureau. (See attached information sheet). From August 2010 all successful applicants will be required to register with the Independent Safeguarding Authority, if they have not already done so.
- The school may seek references if interested in the application, and will seek references for all applicants who are short listed. In these cases previous employers will be asked for information to verify particular experience or qualifications, ideally before interview. Please indicate on the application form if you would prefer the school not to contact your current employer until later in the recruitment process.
- 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 there have been any child protection allegations or concerns about you, 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.

- You should be aware that the provision of false information is an offence and could result in the application being rejected or summary dismissal if you are selected for the position. In addition from November 2010 it is an offence to commence work at the school without first being registered with the Independent Safeguarding Authority and in these circumstances referral to the police and/or the Independent Safeguarding Authority (ISA) will be considered, depending upon the circumstances.
- Due to the high volume of applications that the School receives we cannot respond to every applicant therefore if you have not received a response within four weeks of the closing date, or the date interviews are to be held (sometimes shown on the advert or accompanying documentation) please assume that your application has been unsuccessful on this occasion.

Invitation to Interview

- If you are invited to interview you will receive a letter outlining who will carry out the interview and the format the interview will take.
- The interview will be conducted in person by the Line Manager and a member of the Personnel Department for support staff, or in the case of teaching staff a minimum of the Headmaster/ Headmistress and Head of Subject.
- The interview will explore your skills, knowledge and experience and your suitability to work with children.
- All applicants invited to interview must bring documents confirming any educational professional qualifications that are necessary or relevant for the post (e.g. the original or certified copy of certificates, diplomas etc). Where originals or certified copies are not available for the successful candidate, written confirmation of the relevant qualifications will need to be obtained from the awarding body.
- All candidates invited to interview will be required to produce documents to prove their identity, right to work in the UK and address. From August 2010 applicants will be asked to provide details of their ISA registration. Further details will be provided to selected applicants when being advised of the interview date. Original documents will be required.
- All candidates who are not successful at interview will receive a letter advising them of this.

Conditional Offer of Appointment: Pre-Appointment Checks

Any offer to a successful candidate will be conditional upon:

- Receipt of at least two references which are satisfactory to the school (if these have not already been received). References produced by candidates will not be accepted.
- Verification of identity and qualification(s).
- A check of the ISA Children's Barred List.
- A satisfactory Enhanced CRB Disclosure.

- Verification of professional status, where applicable.
- For teaching posts verification of successful completion of statutory induction period (applicable to those who obtained QTS after 7 May 1999).
- Where the successful candidate has worked or been resident overseas in the previous five years, such checks and confirmations as the school may be required to undertake in accordance with statutory guidance.
- For teaching staff: verification of medical fitness in accordance with DCSF Circular 4/99 Physical and Mental Fitness to Teach of Teachers and Entrants to Initial Teacher Training. For support staff the completion of a medical questionnaire for submission to the School Nurse.
- Satisfactory completion of the probationary period.

National Insurance Number

All employees must have a National Insurance Number.

If the number has been forgotten or lost, a replacement number card can be obtained by contacting the relevant department on 0845 915 7006.

If successful applicants have not been issued with a National Insurance Number (usually new arrivals to the UK) they should telephone 0845 600 0643.

Child Protection Issues

The facts will be reported to the Police and/or the Independent Safeguarding Authority (ISA) where a candidate is:

- Found to be on The Children's Barred List, or the CRB Disclosure shows 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.

Related Documents

The following documents are available at www.boltonschool.org/employmentopportunities for applicants to read alongside these Guidance Notes:

- Bolton School Child Protection Statement
- Bolton School Policy, Procedure and Guidelines on CRB checks and the Recruitment of Ex-Offenders
- Bolton School Policy, Procedure and Guidelines on the Secure Storage, Handling, Use, Retention, and Disposal of CRB Disclosure Information
- Bolton School Equality & Diversity Policy and Procedure, and
- CRB Code of Practice