



WYCOMBE  
ABBEY

## Application and Recruitment Process Explanatory Note

### Application Form

- Applications will only be accepted from candidates completing a Wycombe Abbey Application Form in full. CVs will not be accepted in substitution for completed Application Forms.
- Candidates should be aware that all posts in the School 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 background details for the post.
- Accordingly, this post is exempt from the Rehabilitation of Offenders Act 1974 and therefore all convictions, cautions and bind-overs, including those regarded as 'spent' must be declared.
- All successful applicants will be required to complete an Enhanced Disclosure from the Disclosure and Barring Service at the appropriate level for the post.
- Please note that it is our policy to take up references during the selection procedure and we may approach previous employers for information to verify particular experience or qualifications, before interview. All electronic references are verified by telephone.
- 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. 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 or previous employment has involved working with children, your current employer will still be asked about your suitability to work with children.
- 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 DfE Children's Safeguarding Operation Unit.

### Invitation to Interview

- If you are invited to interview this will be conducted in person and the areas which it will explore will include suitability to work with children.
- All candidates invited to interview must bring documents confirming any educational and professional qualifications that are necessary or relevant for the post (eg the original or certified copy of certificates, diplomas etc). Where originals or certified copies are not available for the successful candidates, written confirmation of the relevant qualifications must be obtained from the awarding body.
- All candidates invited to interview must also bring with them identity documents as per the attached list.

Please note that originals of the above are necessary. Photocopies or internet printouts are not sufficient.

## Conditional Offer of Appointment: Pre-Appointed Checks

Any offer to a successful candidate 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 Barred List (formerly DfE List 99)

a satisfactory enhanced DBS Disclosure

evidence of the right to work in the UK

a check of the TRA lists of those prohibited from teaching as issued by secretary of state, those sanctioned in other EEA member states and those who have failed induction or probation.

verification of professional status such as GTC registration, QTS Status (where required), NPQH

where the successful candidate has worked or been resident overseas, such checks and confirmation as the School may require in accordance with statutory guidance

verification of medical fitness in accordance with DfES Circular 4/99 Physical and Mental Fitness to Teach of Teachers and Entrants to Initial Teacher Training.

Offers of senior management positions will be conditional upon a check of the Section 128 barring list and, where applicable, for senior charity manager positions a signed an automatic disqualification declaration.

### **WARNING**

Where a candidate is:

found to be on the Barred List or is prohibited from teaching, or the DBS disclosure shows he/she has been disqualified from working with children by a Court; or

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 Children's Safeguarding Operation Unit.

## DISCLOSURE FORM

### DOCUMENTS REQUIRED FOR IDENTIFICATION PURPOSES

Originals only please

3 Documents in total to be seen:-

- One from Group 1
- Two others from Group 1 or 2

Please note that all documents must be in your current name. At least one document must show your current address and at least one document must show your date of birth. At least one document must be a photo ID.

Group 1	Group 2
Valid Passport (any nationality)	Marriage Certificate
UK Driving Licence (either photocard or paper.)	Non-Original UK Birth Certificate (issued after 12 months of date of birth, full or short form acceptable)
Original UK Birth Certificate (issued within 12 months of date of birth, full or short form acceptable)	P45/P60 Statement (issued within the last 12 months)
Valid Photo Identity Card (EU Countries only)	Bank or Building Society Statement*
	Utility Bill (electricity, gas, water, telephone (inc mobile phone contract/bill))*
	Correspondence or a document from the Benefits Agency; Employment Service; Inland Revenue; or Local Authority*
	Council Tax Statement (issued within 12 months)

\* Documentation should be less than three months old.

#### Data Protection

We comply with our obligations regarding retention and security records in accordance with the DBS code of practice and our obligations under our Data Protection Policy. Copy of DBS certificates will not be retained for longer than 6 months. In respect of processing information, please refer to the Staff Privacy Notice.