

— Application & Recruitment Process —

Application Form

- Please complete each section of the form as fully as possible. Please use black ink and if the form is handwritten, please write clearly or in capitals. Please do not leave any section blank unless an explanation for doing so is given.
- Applications can only be accepted from candidates completing the application form in full – incomplete or unsigned applications will not be considered. Curriculum Vitae will not be accepted as a substitute.
- Guidance regarding the information required is given within each section of the application form itself – or if completed online, help is available by using the 'F1' key or within the status bar.
- May we remind you that provision of false information is an offence and could result in the application being rejected. If the applicant has been selected, summary dismissal and possible referral to the police and/or DfES Children's Safeguarding Operation Unit would result.
- References will normally be requested on behalf of shortlisted candidates. One referee should be your current or most recent employer. However, an applicant who is not currently working with children but has done so in the past will also need to provide details of the employer by whom you were most recently employed in work with children. References will not be accepted from relatives or from people writing solely in the capacity of friends. The successful candidate will only be able to commence employment once the School is in receipt of two written references.
- If you are currently working with children, either on a paid or voluntary basis, your current employer will be asked about disciplinary offences relating to children – whether the sanction is current or time expired. Your employer will also be asked 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 disciplinary offences/child protection issues.
- Where neither your current nor previous employment has involved working with children, your current employer will be asked about your suitability to work with children.
- Applicants should be aware that all posts at Sherborne Preparatory School involve some degree (dependant on the nature of the job) of responsibility for safeguarding children. Therefore, all posts are exempt from the Rehabilitation of Offenders Act 1974 and therefore all convictions, cautions and bind-overs, including those regarded as 'spent' must be declared. Further information is available in the "SPS Policy on the Recruitment of Ex-offenders" should it be required.
- The successful applicant will be required to complete an Enhanced Disclosure from the Disclosure & Barring Service. The successful candidate will only be able to commence employment once the School is in receipt of a satisfactory DBS certificate, Barring List Check, two references and (if applicable) a prohibition list check.

Invitation to Interview

- Shortlisted candidates invited to interview will be notified of time and place, direction to the venue and membership of the interview panel.
- The interview will be conducted in person and explore all aspects of the applicants educational background and employment history, including suitability for the job and to work with children.
- All candidates invited to interview **MUST** bring documentary evidence of their identity, ie;
 - Passport including a photograph, current driving license OR a full birth certificate.

PLUS

- Utility bill or financial statement showing the candidate's current name and address.

Where appropriate:

- Change of name certificate, ie; marriage certificate, adoption certificate etc. (If you are providing a birth certificate as one form of identification, and your name has changed since birth, you must also provide documentation to confirm change of name).
- Candidates should also bring documents confirming any educational and professional qualifications that are necessary for the post

Please note that originals of the above are necessary. Photocopies or certified copies are insufficient.

Conditional Offer of Appointment : Pre-Appointment Checks

Any offer of appointment to a successful candidate will be conditional upon:

- Receipt of at least two satisfactory references (if they have not already been received)
- Verification of the candidate's identify and qualifications (if not verified at interview)
- Receipt of a satisfactory DBS Disclosure, DfES Barred List check.

PLUS:

Non-Teaching Posts

- Satisfactory completion of the probationary period

Teaching Posts

- Prohibition list check

Senior Management Posts

- Prohibition from management check

If you have any queries regarding the completion of the Application Form, or our recruitment process, please do not hesitate to contact: Allison Evans at the above address, or email ae@sherborneprep.org