



## **Candidate Recruitment and Selection Process Information Sheet**

This information sheet explains the recruitment and selection process so that applicants can gain an understanding of the procedure and know what to expect in order to help maximise their chances of a successful application.

### **Application**

- Once you have received your application pack, read through the contents carefully.
- Complete application form in full by the closing date specified, explaining any gaps or anomalies e.g. gaps in employment. If you do not complete your application form in full, your application may be rejected.
- Plead do not enclose a copy of your CV or copies of any other documents.
- Return your application form ensuring that if you post it, it arrives at the school in good time by the closing date. Late applications may be rejected.

### **Shortlisting**

- The recruitment panel will consider your application against the criteria set in the person specification. You may be contacted to clarify points in your application.
- The panel will draw up a list of shortlisted candidates.
- If you are successfully shortlisted for the interview, you will be informed in writing within one week of the closing date and the interview will take place within three weeks of short listing.
- If you are not successfully short listed, you will be notified in writing one week after the closing date.

### **References**

- If you are short listed for interview, the recruitment panel will request references. If you strongly object to your referees being contacted at this stage, there may be a delay in the selection decision. However, we would require that your referees be contacted after the interview.
- On receipt of references, your referees may be contacted to verify any discrepancies, anomalies or relevant issues as part of the verification process. One of your referees **MUST** be your current or last employer and one **MUST** be from a role where you worked with children (where possible).

### **The Interview**

- If short listed, you will be invited to attend for interview and asked to bring original documents proving your eligibility to work in the UK (a list of acceptable documents will be provided with the interview letter) and qualifications. These will be checked before the interview starts and photocopied. Your originals will be returned to you on the same day.
- The interview questions will be based on the criteria in the person specification.
- Issues relating to safeguarding and promoting the welfare of children will be explored at interview.

## **After Interview**

- If you are the successful candidate, you will be offered the post, in writing, within one week of the interview date.
- If you are unsuccessful, you will be informed in writing within one week of the interview date.
- Please accept or decline in writing.
- Your employment will be subject to any outstanding checks, for example; enhanced DBS clearance (with Barred List checks), Medical clearance,. This will be made clear in the offer letter.
- Your terms and conditions of employment will then be sent to you within eight weeks of the start of your employment.
- The school is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. Applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Criminal Records Bureau.