



THE SECKFORD FOUNDATION

APPLICATION AND RECRUITMENT PROCESS

EXPLANATORY NOTES

APPLICATION FORM

- Applications will only be accepted from candidates completing the enclosed application form in full. CVs will not be accepted in substitution for completed application forms in the absence of good reason, although you may refer to the CV in the relevant section of the application form.
- Applications may be made electronically or as a hard copy. Applicants will be asked to sign a hard copy if appointed.
- Candidates should be aware that all posts across the Seckford Foundation involve some degree of responsibility for safeguarding of children or vulnerable adults, although the extent of that responsibility will vary according to the nature of the post. Please see job description for the post.
- Accordingly this post is exempt from the Rehabilitation of Offenders Act 1974 (Exceptions) and therefore all relevant convictions, cautions and bind-overs, including those regarded as 'spent' must be declared (see below).
- 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 on the Disclosure and Barring Service website. Please check this information carefully. If your application is successful and you did not disclose any relevant convictions or other sanctions it could result in dismissal or disciplinary action being taken against you
- Where appropriate the successful applicant will be required to complete an enhanced disclosure from the Disclosure and Barring Service (DBS) at the appropriate level for the post.

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 vulnerable adults.
- Successful candidates will need to provide documents confirming any educational and 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 must be obtained from the awarding body.
- Candidates must also provide the required original documentation to confirm identity/current address/right to work etc (document copies will not be acceptable). You may be asked to bring

these documents with you to interview or if your application is successful, after you have accepted our offer. In either case, full details of required documents will be detailed in the relevant correspondence.

CONDITIONAL OFFER OF APPOINTMENT: PRE-APPOINTMENT CHECKS

Any offer to a successful candidate will be conditional upon:

- Receipt of at least two satisfactory references;
- Verification of identity and qualifications;
- A satisfactory check against the Children’s Barred List/the Adult’s Barred List as appropriate;
- A satisfactory enhanced Disclosure and Barring Service (DBS) disclosure;
- Where the successful candidate has worked or been resident overseas in the previous five years, such checks and confirmations as the School may require in accordance with statutory guidance;
- Declaration and/or verification of medical fitness;
- Satisfactory completion of the probationary period where applicable.

REFERENCING

- ‘To whom it may concern’ references will not be accepted;
- We will ask for contact details of two referees, one of whom must be your present and/or last employer and the other from a previous employer. Your referees must have knowledge of your work and character.
- We will seek references on selected candidates and may approach any previous employers for information to verify particular experience or qualifications at the time we are ready to make a conditional offer of employment;
- References will not be accepted from relatives or from people writing solely in the capacity of friends;
- If you are currently working with children or vulnerable adults, 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 or vulnerable adults (whether the disciplinary sanction is current or time expired), and whether you have been the subject of any child/vulnerable adult protection allegations or concerns and if so the outcome of any enquiry or disciplinary procedure;
- If you are not currently working with children/vulnerable adults 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/vulnerable adults, your current employer will still be asked about your suitability to work with children/vulnerable adults, although it may be appropriate for your referee to answer ‘not applicable’ if your duties have not brought you into contact with children or young persons/vulnerable adults;
- You should be aware that provision of false information is an offence and could result in the application being rejected or summary dismissal if you have been appointed.

PLEASE NOTE

Where a candidate is:

- Found to be on the Children's Barred List or the Adult's Barred List, or the DBS disclosure shows s/he 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/vulnerable adults

The facts will be reported to the Police and/or the appropriate regulatory/statutory body.

We comply fully with the DBS Code of Practice, more information is available <http://www.homeoffice.gov.uk/publications/agencies-public-bodies/CRB/about-the-crb/crb-cop?view=Binary> or on request.