



## SAFER RECRUITMENT APPLICANT GUIDANCE NOTES

These notes are to provide applicants with clear guidance on how to complete a job application for positions that arise at The King Edmund School.

Applicants are advised that there are specific recruitment formalities that need to be completed to ensure that the school's Safer Recruitment Policy and Procedure is adhered to and these are outlined and clarified in this guidance document.

***The King Edmund School is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment and undergo an enhanced DBS check as part of our Safer Recruitment & Selection Procedures.***

## GUIDANCE ON COMPLETING EMPLOYMENT APPLICATION & RECRUITMENT MONITORING FORM

Please ensure that you complete all sections on the Employment Application & Recruitment Monitoring form and if you wish you may in addition enclose an up-to-date copy of your Curriculum Vitae (maximum of 3 pages). **Note: A CV alone will not be accepted.**

A covering letter briefly outlining your reasons for applying and how you feel you meet the criteria for the job role should also be submitted (no more than two sides of A4). You are also required, if available, to submit a copy of your latest job description.

Please note Section 9 of the application form asks for other relevant experience, interests and skills you may have which makes you a suitable candidate for the job role i.e. a supporting statement. This should be a maximum of one sheet of A4, demonstrating your experience, qualifications and personal attributes as outlined on the person specification and job description, which should be secured to your application form.

It is important to fully complete the Recruitment Monitoring section, as these personal details are required in order for us to contact you and keep you abreast of your application. In addition, it is our intention to ensure that we continually monitor our own recruitment & selection processes and practices to ensure they are effective in avoiding discrimination and promoting equal opportunities. This is why your recruitment monitoring form is detached from the main application form and retained by the HR Manager and not forwarded to the shortlisting panel.

The completed application form, covering letter and any associated documents should be emailed to [recruitment@kes.essex.sch.uk](mailto:recruitment@kes.essex.sch.uk). Alternatively, you can post your application to:

**HR Manager  
The King Edmund School  
Vaughan Close  
Rochford  
Essex SS4 1TL**

***Note: The closing date for receipt of your completed application published in the advertisement will be strictly enforced. Early applications are welcomed and the school reserves the right to conduct interviews prior to the official closing date. However, no appointment offer will be made until the position has formally closed.***

## SHORTLISTING

Shortlisting usually takes place within the week preceding the closing date of the advertisement. If you have not been contacted within four weeks after the closing date you may assume that you have not been successful.

It is not the school's policy to feedback reasons why the school does not wish to pursue an individual application before an interview. However, should you have any queries regarding your application and/or the school's Safer Recruitment Policy and Procedure please do not hesitate to contact the HR Manager on 01702 560904.

## INTERVIEW AND SELECTION ARRANGEMENTS

Formal interviews and any other selection activities are normally held as soon as is reasonably and practicably possible after the closing date.

Shortlisted candidates are contacted by telephone initially and followed up with a formal invite for interview letter outlining all the relevant details of the interview / assessment day arrangements, including any activity preparation (for example lesson brief for teaching staff). A maximum of 5 candidates per post are usually shortlisted.

## CONDITIONAL EMPLOYMENT OFFER

It is usual practice to verbally offer the successful candidate the post on the day of the interview or as soon as is practicable (outcome timescales will be advised at the end of the interview process).

Upon receipt of a verbal acceptance from the successful candidate, the conditional employment offer will be issued in writing and will be subject to the pre-employment recruitment checks as outlined in the conditional offer letter (including satisfactory references, medical clearance, DBS (previously known as CRB) clearance, qualification evidence, prohibited from teaching checks as well as eligibility to work in the UK).

Unsuccessful candidates will be notified verbally of the decision giving reasons and some general feedback on the interview and then followed up in writing.

## ELIGIBILITY TO WORK IN THE UK

If you are shortlisted for interview, you will be asked to provide evidence that you are eligible to work in this country (Asylum and Immigration Act 1996, Amended May 2004). Details will be enclosed with your invite to interview letter.

## EVIDENCE OF QUALIFICATIONS

Evidence of qualifications will need to be seen at interview, together with a valid driving licence if required by the post. If you are unable to provide the original documentation at interview and you are successful, you will be required to produce the original documentation prior to your first day of your employment.

If the post requires you to hold a valid driving licence you should be aware that if penalties and/or a driving ban is imposed, your offer / continued employment may be jeopardised.

Please note if the vacancy requires you to hold a First Aid at Work Certificate it is your responsibility to ensure that a valid certificate is maintained by attending refresher courses (funded by the school).

## MEDICAL EXAMINATION

If you are offered the role, the relevant pre-employment medical declaration will be forwarded to you, with your conditional offer of employment, for completion. If you make a medical declaration, you will be required to complete a medical questionnaire, which will be forwarded direct to the school's Occupational Health Service (without being seen by any member of school staff), who will determine whether you are fit for the appointment in question (it may be necessary for you to undergo a full medical examination).

**Note: If you are required to drive any of the school vehicles (e.g. minibus) as part of your duties, it will be necessary for an additional questionnaire to be completed. This document will also be forwarded to the school's Occupational Health Service who will determine whether or not you are fit to drive one of the vehicles. The minibus test cannot be taken without medical clearance.**

## DISCLOSURE AND BARRING SERVICE (DBS) - (PREVIOUSLY KNOWN AS CRB - CRIMINAL RECORDS BUREAU)

All posts at the school are exempt from the Rehabilitation of Offenders Act 1974 which requires any 'spent' and 'unspent' convictions to be declared. Therefore, if you are successful you will be required to complete an online Disclosure and Barring Service (DBS) application which is completed at the school. Details will be issued with your conditional offer of employment.

**Note: A DBS Declaration Form (SD2) will be issued to all shortlisted candidates which will need to be completed and brought to the interview in a sealed envelope.**

**Note: If you are successful and have signed up with the DBS Update service you will need to present the HR Manager with your original DBS certificate and give written consent for the HR Manager to check your DBS status since the issuing of your DBS certificate.**

**Note: If you do disclose a positive DBS, you will be required to discuss the details in full with the HR Manager, who will then complete a DBS Risk Assessment and liaise with the Headteacher on whether the appointment can be formalised or whether the conditional offer of employment has to be withdrawn. Careful consideration will be given in such circumstances and further professional guidance may be sought. The Headteacher's decision is final.**

## REFERENCE REQUESTS

References will be requested wherever practicable at the shortlisting stage. Where circumstances do not allow for this, requests for references will be limited to the successful candidate, and if you are the successful candidate you will be offered the post subject to satisfactory references and other pre-employment recruitment checks as detailed above.

At least two references will be obtained, including your last employer. The first referee should normally be your present or most recent Headteacher or equivalent person.

If you are not currently working with children please provide a referee from your most recent employment involving children (if applicable).

Referees will be asked about disciplinary offences relating to children, which may include any in which the penalty is "time expired" and whether you have been the subject of any safeguarding or child protection concerns, and if so, the outcome of any enquiry or disciplinary procedure.

References will not be accepted from relatives or from people writing solely in the capacity of friends.

In addition, at least 5 years employment history will need to be evidenced.