



Policy and Procedure for Safer Recruitment in Schools

January 2008



Policy and Procedure for Safer Recruitment in Schools

Contents

| | |
|----|--|
| 1 | Introduction and Purpose |
| 2 | Scope |
| 3 | Policy References |
| 4 | Safer Practice |
| 5 | The Legal Framework |
| 6 | Recruitment and Selection Policy Statement |
| 7 | Pre Recruitment Planning |
| 8 | Advertising the Vacancy |
| 9 | Shortlisting |
| 10 | Employment References |
| 11 | Invitation to Interview Letter |
| 12 | Interviews |
| 13 | Making a Conditional Offer of Employment and Pre-employment Checks |
| 14 | Retention of Recruitment Records – Data Protection |
| 15 | Post Appointment Induction |

Appendices

| | |
|-------------|--|
| Appendix 1 | Recruitment and Selection Process |
| Appendix 2 | Recruitment and Selection Checklist |
| Appendix 3 | Job Description and Person Specification Template |
| Appendix 4 | Sample Job Description and Person Specification |
| Appendix 5 | Sample Job Advertisement |
| Appendix 6 | Applying for a Job – Example Information for Applicants |
| Appendix 7 | Shortlisting Record |
| Appendix 8 | Reference Request Pro Forma |
| Appendix 9 | Sample Invitation to Interview Letter CRB Documentation Checklist Asylum and Immigration Documentation Checklist |
| Appendix 10 | Sample Regret (Post Interview) Letter |
| Appendix 11 | Sample Conditional Offer Letter |
| Appendix 12 | Recommendation to Appoint Form |

1 Introduction and Purpose

It is vital that schools adopt recruitment and selection procedures and other human resources management processes that help to deter, reject or identify people who might abuse, or are otherwise unsuitable to work with, children and/or young people.

This policy has been produced to accompany and support the on-line training introduced in response to Sir Michael Bichard's recommendation that headteachers and school governors should receive training to ensure that the process of appointing staff reflects the importance of safeguarding children. However, it can be used without reference to that training.

The recruitment and selection advice contained in this policy applies to everyone who works in an education setting where there are children under 18 years of age and who are likely to be perceived by the children as a safe and trustworthy adult. This includes workers such as administration staff and caretakers. Headteachers should also be satisfied that those not on the payroll but working in the school, such as staff employed by contractors and unpaid volunteers, have undergone the appropriate Pre-employment checks.

Adopting a structured recruitment process which is applied consistently will minimise the risk of appointing someone who is unsuitable to work with children and help ensure that the capabilities of the individual closely match the needs of the school. In addition it should help to ensure that the process is sufficiently rigorous to have a complete picture of the candidate at an early stage.

It is essential that those involved in recruitment and selection in schools have received appropriate training. Employee Development within Milton Keynes Council runs a 'Safer Recruitment' course which is designed to ensure participants' understanding of the process and procedures which should be applied to comply with national minimum standards for safeguarding children. Further information can be obtained from employeedevelopmentsupport@milton-keynes.gov.uk, telephone 01908 253843. There is a charge for this course.

2 Scope

The policy has been written for all staff and governors who take part in recruiting and selecting people to work in schools.

3 References

This policy accords with the DCSF guidance 'Safeguarding Children and Safer Recruitment in Education' and all involved in recruitment and selection should make themselves familiar with this document (available on www.teachernet.gov.uk under online publications for schools).

Other relevant local policies and procedures include:

- CRB Policy and Procedure for Schools
- Pay Policy for Support Staff
- Pay Policy for Teaching Staff
- Policy and Procedure on the use of Fixed-Term/Temporary Contracts in Schools
- Probation Policy and Procedure for School Staff

4 Safer Practice

Safer practice in recruitment means thinking about and including issues relating to safeguarding and promoting the welfare of children at every stage of the process. It starts with planning the recruitment, and ensuring that the advertisement makes clear the organisation's commitment to safeguarding children. It also requires a consistent and thorough process of obtaining, collating, analysing and evaluating information from and about applicants.

There are several elements of this process, including:

- *obtaining comprehensive information from applicants*, scrutinising the information and satisfactorily resolving any discrepancies or anomalies;
- *obtaining two independent professional references* that answer specific questions to help assess an applicant's suitability to work with children and following up any concerns;
- *holding a face to face interview* that explores the candidate's suitability to work with children as well as his/her suitability for the post;
- *checking* previous employment history and experience;
- *carrying out pre-employment checks*, such as the mandatory check of List 99¹ and/or the Protection of Children Act (PoCA) List², and, where appropriate, a criminal record check via the Criminal Records Bureau (CRB).

NB: It is important not to rely solely on criminal record and List 99 or PoCA List checks to screen out unsuitable applicants. These checks are an essential safeguard, but they will only pick up the small percentage of abusers who have been convicted, have come to the attention of the police or who have been listed. The majority of individuals who are unsuitable to work with children will not have any previous convictions and will not appear in List 99 or the PoCA List.

Also note that under the Safeguarding Vulnerable Groups Act a new barring scheme will replace the current arrangements in 2008 and the POCA list, POVA list and List 99 will be superseded by a single list.

5 The Legal Framework

Legislation applicable to recruitment and selection exists in order to protect individuals against discrimination in employment on the grounds of gender, disability, race/ethnicity, sexual orientation and age. Below is a brief summary of the main Acts:

Sex Discrimination Act 1975 (SDA) – makes it illegal to discriminate directly or indirectly on the grounds of sex or marital status by treating a woman less favourably than a man or vice versa, or by treating a married person less favourably than an unmarried person. *

The Race Relations Act 1976 amended 2000 and 2003 – makes it illegal to discriminate against someone on the grounds of race, colour, nationality or ethnic origin. There are four types of discrimination, direct, indirect, victimisation and harassment. *

* Where sex, marital status or race is a genuine occupational requirement (GOR) it may be lawful to discriminate.

The Disability Discrimination Act 1995 and 2005 – makes it unlawful to unjustifiably discriminate against disabled people in employment (and in the provision of goods and service and in the sale and letting of premises). Discrimination includes failure to make reasonable adjustments to the working environment or working arrangements, see also section 11.3.

The Employment Equality (Religion and Belief) Regulations 2003 – make it illegal to discriminate directly or indirectly on the grounds of religious belief or practice in employment.

The Employment Equality (Sexual Orientation) Regulations 2003 – make it illegal to discriminate directly or indirectly on the grounds of sexual orientation in employment.

¹ A list of people whose employment with children is prohibited or restricted by the Secretary of State

² A list of people who are deemed unsuitable to work with children under the Act.

The **Employment Equality (Age) Regulations 2006** make it illegal to discriminate directly or indirectly on the grounds of age.

6 Recruitment and Selection Policy Statement

The policy statement should be an explicit statement about the organisation's commitment to safeguarding and promoting the welfare of children, for example:

'This authority/school is committed to safeguarding and promoting the welfare of children and young people and requires all staff and volunteers to demonstrate this commitment in every aspect of their work'.

The school will need to produce or adopt a policy statement to demonstrate the school's complete support for the protection and safeguarding of children and/or young people.

The statement should then be included in/on:-

- Publicity materials
- Advertisements
- Candidate Information Packs
- Person Specifications
- Job Descriptions
- Competency Frameworks
- Induction training

7 Pre Recruitment Planning

7.1 Recruitment Timeline

It is essential to plan the recruitment exercise, identifying who should be involved, assigning responsibilities and setting aside sufficient time for the work needed at each stage to be completed so that the safeguards are not overlooked.

It is important to organise the selection process to allow references to be obtained on shortlisted candidates **before** interview. Appendix 1 sets out the various steps in the recruitment and selection process.

The use of a recruitment and selection checklist is good practice and enables you to tell at a glance where you are in the recruitment process and ensures that no steps are omitted. See Appendix 2.

7.2 Before taking any action

Ask yourself the following questions:

- Is the work still necessary?
- Can it be done by someone else in the school?
- Can we reduce the hours or consider flexible working arrangements/fixed-term contracts?
- Are there budget concerns?

If the answer to any of these questions is yes, review the need to recruit. The school's Human Resources provider could also be contacted for further advice.

Posts should not be offered as temporary unless for a justifiable reason, for example:

- maternity cover;
- fixed-term funding;
- long term sickness; or
- pending permanent recruitment.

For further guidance on offering fixed-term or temporary contracts please refer to the 'Policy and Procedure on the use of Fixed-term/Temporary Contracts in Schools'.

7.3 Job Evaluation

If the vacancy is a new support staff role and a generic job description does not exist, it will be necessary for job evaluation to take place. Job evaluation will also need to take place if the responsibilities and day to day duties of the role have significantly changed since the post was last filled.

Further information on this process is contained within the 'Pay Policy for School Support Staff'.

It is normal practice to recruit to the bottom of the evaluated grade, except in special circumstances.

7.4 Writing the Job Description and Person Specification

When preparing to recruit, the job description, person specification and all other material that will form part of the candidate information pack should be reviewed to ensure that it is up to date and still meets the requirements of the school.

Job descriptions and person specifications are the key documents which underpin the recruitment and selection process and should be clear and concise.

A well constructed person specification will enable you to make an effective and justifiable appointment. It is important to be clear about what mix of skills, abilities, knowledge, qualifications and experience are required to carry out the role successfully. You will also need to consider how these will be tested at interview.

These documents should also clearly set out the extent of the relationships/contact with children and degree of responsibility for children. The time and effort spent at this stage of the process should help minimise the risk of making an unsuitable appointment.

The job description should clearly state:

- the main duties and responsibilities of the post;
- the individual's responsibility for promoting and safeguarding the welfare of children and young people that s/he is responsible for, or comes into contact with.

The person specification should include:

- the qualifications and experience, and any other requirements needed to perform the role and in relation to working with children and/or young people;
- the competences, skills and qualities that the successful candidate should be able to demonstrate; and
- an explanation of how these requirements will be tested and assessed during the selection process.

The person specification must be specific, relevant to the requirements of the posts, measurable (ie criteria which can be tested or assessed) and justifiable.

A job description and person specification template can be found at Appendix 3 and an example of a completed job description and person specification is at Appendix 4.

8 Advertising the Vacancy

The advertisement should include a statement about the employer's commitment to safeguarding and promoting the welfare of children. It should also reference the need for the successful candidate to undertake a criminal record check via the CRB, where appropriate.

A sample job advert can be found at Appendix 5. As well as the above, the advert should also include:

- Job title
- Location (i.e. school)
- Salary and hours (include pro rata salary)
- Details of the job
- Qualifications, experience, skills and abilities - summarising the details in the person specification
- How to apply

It is generally unlawful to indicate in an advertisement that preference will be given to someone of a particular sex, race, age, sexual orientation or religion/belief, someone without a disability or someone who is (or is not) a trade union member. In order to avoid unlawful discrimination when advertising, it is essential to pay careful attention to the words contained in the advertisement, e.g. "She must be able to type at 60 wpm" may lead to the inference that the job being advertised was intended to be filled by a female applicant.

In some roles there may be a genuine occupational requirement for the post holder to be, for example, female. However, any criteria would need to be objectively justified.

Applicants should always be asked to complete an application form in full to ensure that a common set of core data is received from everyone. It is not good practice to accept CVs drawn up by applicants in place of an application form because these will only contain the information the applicant wishes to present and may omit important details.

8.1 The Candidate Information Pack

The information pack sent out to prospective applicants must provide a clear image of the school and prominently set out its commitment to safeguarding children. It should consist of:

- job description and person specification;
- application form and guidance notes;
- the school's Child Protection Policy Statement;
- information about the school and the area it serves – an overview of OFSTED results, proportion of SEN, free school meals, attendance, pastoral and curriculum organisation (for support staff posts, it may not be necessary to include the same level of detail);
- a summary of expected conduct of staff;
- information about the local authority;
- an outline of the shortlisting and interview procedure – eg only those fulfilling the essential criteria on the person specification will be shortlisted. References for shortlisted candidates must be received before the interview and there will be a panel of interviewers;
- an equal opportunities statement. It is important that adverts do not unwittingly discriminate against applicants from certain groups. For example:

'We are an equal opportunities employer'.

- The pack should also contain a section on the necessary Pre-employment checks, ie:

'In line with our Child Protection Policy, the following Pre-employment checks will be required:

- *Criminal Records Bureau clearance;*
- *Two references, one of which must be your current or most recent employer if not currently in work; and*
- *Medical and GTC registration checks.*

Appendix 6 contains a sample leaflet which could be included in the information pack and covers many of the points above.

9 Shortlisting

All applications should be scrutinised to ensure that they are fully completed, that the information provided is consistent and does not contain any discrepancies.

Incomplete application forms should not be accepted and should be returned for completion. Any anomalies, discrepancies or gaps in employment should be noted and taken into consideration when deciding whether to shortlist the applicant.

As well as reasons for obvious gaps in employment, the reasons for a history of repeated changes of employment where there is no clear career or salary progression, or a mid career move from a permanent post to supply teaching or temporary work should be explored and verified.

All candidates should be assessed equally against the criteria contained in the person specification without exception or variation.

It is important not to discriminate against anyone on the basis of disability, age, religion, sex, sexual orientation or ethnicity.

It is essential to use a shortlisting record to record the area(s) in which the applicant did or did not meet the criteria of the person specification. This can be used if necessary to defend a claim of discrimination and should also be used to provide useful feedback to the applicant.

A sample shortlisting record is contained at Appendix 7.

Applicants who have a disability should be shortlisted if they meet the *essential* criteria of the person specification.

It is good practice to inform applicants in writing if they have not been shortlisted and to thank them for their interest in the post/school.

10 Employment References

The purpose of seeking references is to obtain objective and factual information to support appointment decisions and the use of a reference pro forma can help to achieve this (see 10.1).

All requests for a reference should be accompanied by a job description and person specification to enable the referee to comment on the applicant's suitability for the role.

A minimum of two references should always be sought which should cover five years' work history. If the applicant is not currently working with children but has done so in the past, his/her previous employer whilst working with children should be contacted for a reference.

References should always be sought and obtained directly from the referee. Do not rely on references or testimonials provided by the candidate, or open references, ie 'To Whom It May Concern'. There have been instances of candidates forging references and open references/testimonials might be a result of a 'compromise agreement' and are unlikely to include any adverse comments.

References should be sought on all shortlisted candidates, including internal ones, and should be obtained before interview so that any areas of concern can be explored further with the referee and taken up with the candidate at interview.

In exceptional circumstances it might not be possible to obtain references prior to interview, either because of delay on the part of the referee, or because a candidate strongly objects to the current employer being approached at that stage. The person conducting the recruitment process should decide whether to accede to a candidate's request to delay contacting the referee until after interview.

Where a reference has not been obtained on the preferred candidate before interview, the prospective employer must ensure that references are received and scrutinised, and that any concerns are resolved satisfactorily, before the person's appointment is confirmed and s/he starts in the role.

10.1 Using a Reference Pro-forma

All reference requests should seek objective verifiable information and not subjective opinion, and the use of reference pro-forma can help to achieve this. The use of such pro-forma also reduces the temptation to make assumptions about statements that are vague or unclear and saves time otherwise spent requesting clarification. However, the referee may be contacted subsequently for clarification of any part of the reference.

A sample reference pro-forma can be found at Appendix 8.

10.2 On Receipt of the Reference

On receipt, references should be checked to ensure that all specific questions have been answered satisfactorily. If all questions have not been answered or the reference is vague or unspecific, the referee should be telephoned and asked to provide written answers or amplification as appropriate.

The information should also be compared with the application form to ensure that the information provided about the candidate and his/her previous employment by the referee is consistent with the information provided by the applicant on the form. Any discrepancies should be taken up with the applicant.

Any information about past disciplinary action or allegations should be considered in the circumstances of the individual case. Cases in which an issue was satisfactorily resolved some time ago, or where an allegation was determined unfounded and no further issues have been raised are less likely to cause concern than more serious or recent events. A history of repeated concerns or allegations over time is likely to give cause for concern.

If a shortlisted applicant claims to have some specific qualification or previous experience that is particularly relevant to the post for which s/he is applying, it is good practice to verify that fact before interview. The qualification or experience can usually be verified quickly by telephoning the relevant previous employer and asking for written confirmation.

It should be noted that there is no legal requirement to provide a reference unless stated in the individual's contract of employment. In the event that a referee refuses to provide a reference, please seek advice from your HR provider.

11 Invitation to Interview Letter

In addition to the standard interview arrangements such as time and place, directions to the venue and membership of the interview panel, the invitation to interview should remind candidates about how the interview will be conducted and whether any testing will take place, as well as exploring the candidate's suitability to work with children.

Appendix 9 contains a sample invitation letter and a list of documents for candidate information which can be used for CRB and Asylum and Immigration purposes.

Schools should request that candidates bring with them to interview documentation that verifies their identity for the purposes of the CRB and the Asylum and Immigration Act, see sections 11.1 and 11.2.

Candidates should also be asked to bring documents confirming any educational and professional qualifications that are necessary or relevant for the post, e.g. the original or certified copy of a certificate, or diploma, or a letter of confirmation from the awarding body. A copy of these documents should be retained on file for the successful applicant.

NB: If the successful candidate cannot produce original documents or certified copies, written confirmation of his/her relevant qualifications must be obtained from the awarding body by the school or applicant.

11.1 Criminal Records Bureau

It is strongly advised that all candidates are instructed to bring with them original documentary evidence of their identity that will satisfy CRB requirements. This enables the school to check and verify the identity documents on the day of the interview and will therefore speed up the process for obtaining a CRB Disclosure for the successful candidate.

A copy of the documents used to verify the individual's identity should be kept on the file of the successful candidate. All other applicants' documents should be securely destroyed.

It is a statutory requirement that all new appointments to the school's workforce have an enhanced CRB Disclosure and they should have this prior to taking up the post.

Appendix 9 contains a list of acceptable CRB documentation which should be sent to the candidate with the interview invitation.

Reference should also be made to the 'CRB Policy and Procedure for School (Incorporating the DCSF Requirements for School Record Keeping of Recruitment and Vetting Checks)'.

11.2 Asylum and Immigration Act

Section 8 of the Asylum and Immigration Act 1996 requires all employers in the UK to make basic document checks on every person they intend to employ to ensure that only those legally entitled to live and work in the UK are offered employment. It is a criminal offence to employ someone who has no right to work in the UK and by checking and copying basic documents, employers can establish a defence.

It is the school's responsibility to ask for the original documents at interview stage so they can be copied and verified on site. This will speed up the process of appointing the successful candidate and it is likely that the same documents used for the CRB can be used for the Asylum and Immigration Information.

Appendix 9 contains a list of acceptable Asylum and Immigration documentation which should be sent to the candidate with the interview invitation.

The school should be satisfied that the potential employee is the rightful holder of any of the documents presented, checking any photographs, endorsements to passports and ensuring expiry dates have not been passed. If you are given two documents with different names you should ask for a further document to explain this, eg marriage certificate, adoption certificate, divorce document.

Documents should be photocopied or scanned and those relating to the successful candidate should be retained on the personnel file and copied to the People Services (Schools Team) with the Recommendation for Appointment Form. Unsuccessful candidates' information should be securely destroyed.

Further information can be found on:

<http://www.ind.homeoffice.gov.uk/lawandpolicy/preventingillegalworking/>

Should the candidate not have any correct documentation or a work permit is required, please seek advice from your Human Resources provider.

11.3 Disability Discrimination

The Disability Discrimination Act 1995 (DDA) makes it unlawful to discriminate against someone with a disability in relation to their terms of employment and promotion opportunities or by dismissing them or subjecting them to any other detriment.

It is good practice during recruitment to:

- consult people with disabilities to find out about the effects of their disability and job requirements;
- check job specifications to make sure they are not likely to lead to discrimination;
- ask candidates before interviews if they have specific requirements and make necessary reasonable adjustments in advance;
- take care to ensure that people with disabilities are given the right conditions to do tests and take part in other selection processes;
- concentrate on abilities to do the job during interview and only ask about a disability if it has a bearing on the person's ability to work; and
- consider modifications to job qualification requirements if a person could not achieve it due to disability but otherwise would perform the job well.

12 Interview

The interview will assess the merits of each candidate against the job requirements and will explore their suitability to work with children. Interviews should always be held face to face and best practice would be to have a minimum of two interviewers.

Ideally the interviews should all be scheduled for the same day. This will allow the panel to make their decision while their impressions of the candidates are still fresh.

The timetable for interviews should allow sufficient time for the interviewing panel to discuss each candidate and prepare for the next interview.

Involving pupils in the recruitment and selection process in some way, or observing shortlisted candidates' interaction with pupils is common, and recognised as good practice. There are different ways of doing this, for example, shortlisted candidates might be shown around the school by the pupils and a governor or senior member of staff or those applying for a teaching post may be asked to teach a lesson.

12.1 Determining the Interview Panel

There should be a minimum of two interviewers, although if interviewing for senior or specialist posts a larger panel may be appropriate. This allows for one person to assess and observe the candidate and make notes whilst the candidate is talking to the other, it also reduces the possibility of any dispute about what was said at interview.

The members of the panel should:

- have the necessary authority to make decisions about the appointment;
- be appropriately trained, (one member of the interview panel in schools should have undertaken Safer Recruitment training, see section 1 or contact Employee Development, MKC on 01908 253843);
- meet before the interviews to:
 - reach a consensus about the required standard for the job to which they are appointing;
 - consider the issues to be explored with each candidate and who on the panel will ask about each of those; and
 - agree their assessment criteria in accordance with the person specification.

12.2 Interview Questions

The panel should agree a set of questions they will ask **all** the candidates relating to the requirements of the post. They may also agree a set of questions they will ask candidates in order to explore information contained in their application and references.

Where possible it is best to avoid hypothetical questions because they allow theoretical answers. It is better to ask competence based questions that ask a candidate to relate how s/he has responded to, or dealt with, an actual situation, or questions that test a candidate's attitudes and understanding of issues.

In addition to assessing and evaluating the applicant's suitability for the particular post, the interview panel should also explore:

- the candidate's attitude toward children and young people;
- his/her ability to support the authority/school's agenda for safeguarding and promoting the welfare of children;
- gaps in the candidate's employment history;
- concerns or discrepancies arising from the information provided by the candidate and/or a referee; and
- whether the candidate wishes to declare anything in light of the requirement for a CRB check.

If for any reason references cannot be obtained before the interview, the candidate should also be asked at the interview if there is anything s/he wishes to declare or discuss in light of the questions that will be put to his/her referees. It is vital that the references are obtained and scrutinised before the appointment is confirmed and before s/he starts work.

You can approach your Human Resources provider for advice on interview questions.

12.3 Checking Qualifications and Identity

Before the interview or at the end of the interview you should ask the candidate for their documentation for photocopying. This includes educational/professional qualifications (see section 10.0) and identity documents for CRB and asylum and immigration purposes (see sections 10.1 and 10.2). The person taking the copies must then sign the copies to confirm sight of the original documentation.

The person who has signed and verified the copied documentation is then responsible for completing section x on the CRB form, and also Appendix K, and forwarding this, together with the CRB form to the People Services (Schools Team) for verification and submission to the CRB. All copied documentation relating to unsuccessful applicants should be securely destroyed.

13 Making a Conditional Offer of Appointment and Pre-employment Checks

An offer of appointment to the successful candidate should be conditional upon:

- the receipt of at least two satisfactory references (if not already received);
- verification of the candidate's eligibility to work in the UK (if not already received),
- a check of DCSF List 99 and a satisfactory CRB Disclosure (see the 'CRB Policy and Procedure for Schools');
- verification of the candidate's medical fitness;
- verification of qualifications (if not verified at interview);
- verification of professional status where required eg GTC registration, QTS status (unless properly exempt), NPQH;
- (for teaching posts) verification of successful completion of statutory induction period (applies to those who obtained QTS after 7 May 1999): and
- (for support staff posts) satisfactory completion of the probationary period (see the 'Probationary Policy and Procedures for School Staff').

An example conditional offer letter can be found at Appendix 11.

Appendix 12 contains a Recommendation for Appointment Form which should be sent to the People Services (Schools Team), HR, Saxon Court, with the relevant documentation.

The school should seek advice from its Human Resources provider and follow relevant CRB guidance if a Disclosure reveals information that a candidate has not disclosed in the course of the selection process.

All checks should be confirmed in writing, documented and retained on the personnel file (subject to certain restrictions on the retention of information imposed by CRB regulations), and followed up where they are unsatisfactory or there are discrepancies in the information provided.

In the following instances, the facts should be reported to the police and/or the DCSF Children's Safeguarding Operations Unit (formerly the Teachers Misconduct Team):

- where the candidate is found to be on List 99 or the PoCA List, or the CRB Disclosure shows s/he has been disqualified from working with children by a court.
- where an applicant has provided false information in, or in support of, his/her application.
- where there are serious concerns about an applicant's suitability to work with children.

14 Retention of Recruitment Records – Data Protection

Schools need to establish and adhere to retention periods for recruitment records because personal information should be retained only as long as it is justified and relevant to do so. In relation to recruitment records this may be only as long as the statutory period in which a claim arising from the process may be brought or whilst the recruitment is ongoing.

It is therefore strongly advised that recruitment records are only retained for a maximum period of six months and following this all manual records should be shredded and electronic records permanently deleted.

If it is your practice to advise unsuccessful applicants that it is your intention to keep their names on file for future vacancies, you should also give them the opportunity to remove their details from your records.

More detailed guidance on Data Protection and retention of a wide range of records can be found in 'Data Protection Employment Practices Code' published by the Information Commissioner's Office, <http://www.ico.gov.uk/>

15 Post Appointment Induction

For all staff and volunteers newly appointed into the school, including teaching staff, regardless of experience, there should be an induction programme. The purpose of the induction is to:

- provide training and information about the school's policies and procedures;
- support individuals in a way that is appropriate for the role for which they have been appointed;
- confirm the conduct expected of staff within the school;
- provide opportunities for a new member of staff or volunteer to discuss any issues or concerns about their role or responsibilities; and
- enable the person's line manager or mentor to recognise any concerns or issues about the person's ability or suitability at the outset and address them immediately.

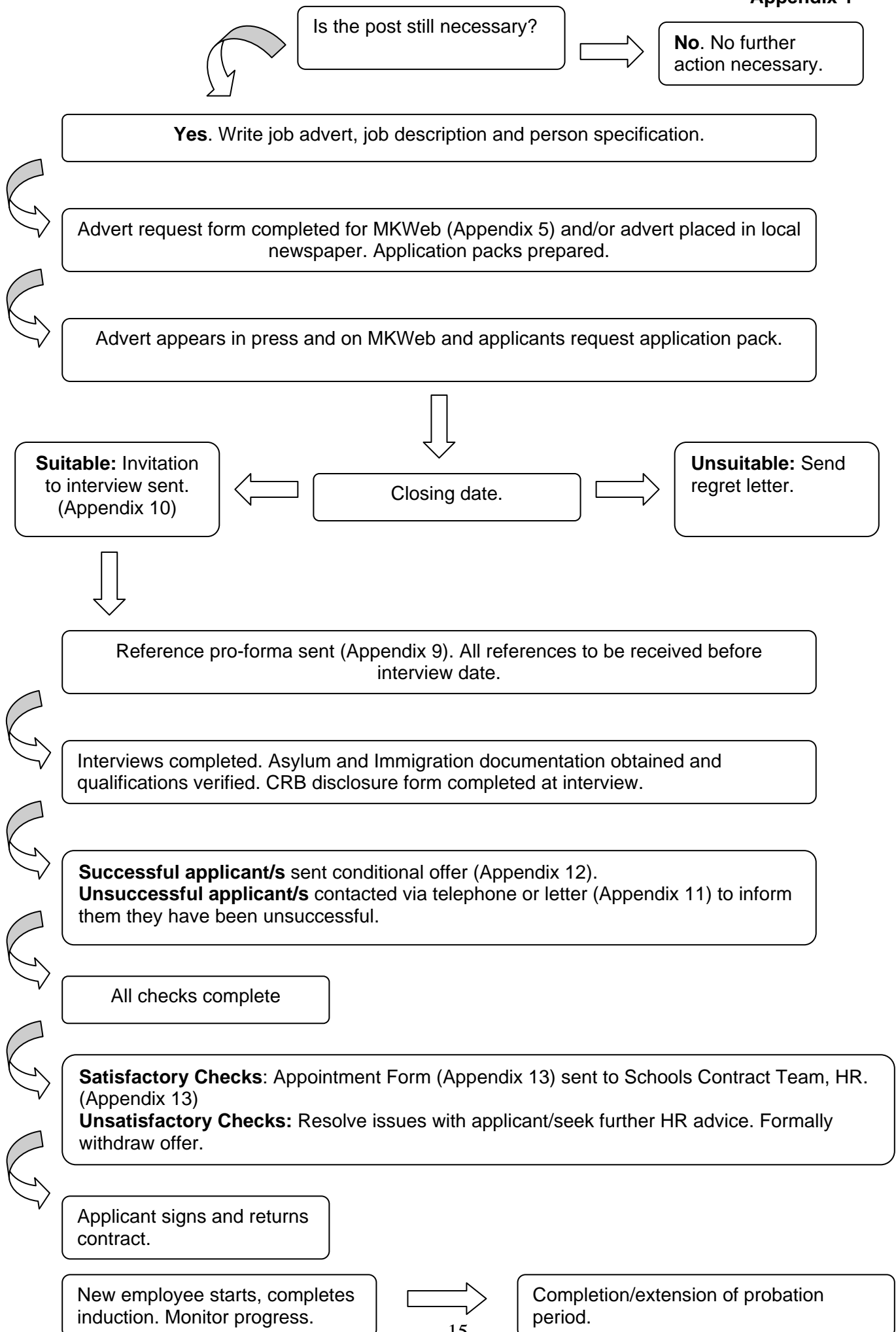
As far as safeguarding and promoting the welfare of children is concerned the induction programme should include information about, and written statements of:

- policies and procedures in relation to safeguarding and promoting welfare eg child protection, anti bullying, anti racism, physical intervention/restraint, intimate care, internet safety and any local child protection/safeguarding procedures;
- how and with whom any concerns about those issues should be raised;
- safe practice and the standards of conduct and behaviour expected of staff and pupils within the school; and
- other relevant personnel procedures eg disciplinary, capability and whistle-blowing.

15.1 Probation

It is important to monitor successful candidates during their probationary period. When this has finished you should have sufficient information to decide whether the probationary period has been passed, needs extending or whether the successful candidate has not met the criteria in order to complete the probation satisfactorily. Further guidance is contained within the 'Probationary Policy and Procedures for School Staff'.

Appendix 1



Recruitment and Selection Checklist

| | | |
|--|-----------------|----------------------------|
| POST TITLE: | | |
| PRE-INTERVIEW | Comments | Initials & Date |
| Planning: Timetable, job description and person specification prepared. | | |
| Interview Panel Agreed: At least two interviewers appropriately trained and with the necessary authority. | | |
| Vacancy Advertised: (reference safeguarding policy and CRB requirements) | | |
| SHORTLISTING | | |
| Applications: scrutinised and discrepancies/anomalies/gaps in employment noted to explore with candidates if shortlisted. | | |
| Shortlist Prepared: | | |
| Invitations to Interview sent: | | |
| REFERENCES | | |
| References sought from shortlisted candidates: Two written references, one from the current or most recent employer. | | |
| References received: checked against information on application; any discrepancy/issue of concern noted to take up with applicant at interview. | | |
| INTERVIEW | | |
| Interview Date: Explores applicant's suitability for post and to work with children. NB: Asylum and Immigration/CRB documentation and qualifications of applicants verified on day of interview. | | |
| <u>SUCCESSFUL CANDIDATE(S):</u> | | |
| PRE-EMPLOYMENT CHECKS Offer of appointment is made conditional on satisfactory completion of the following pre-appointment checks and, for support staff posts, a probationary period: | | |
| References: (if not obtained and scrutinised previously) | | |
| Asylum and Immigration (if not checked at interview) | | |
| Qualifications: (if not verified at interview) | | |
| CRB: satisfactory CRB Disclosure received | | |

| | | |
|---|--|--|
| LIST 99: | | |
| Satisfactory Medical Clearance: | | |
| GTC Registration Confirmed | | |
| QTS: the teacher has obtained QTS or is exempt from the requirement too hold QTS | | |
| Appointment Form: sent to People Services (Schools Team), Human Resources, Saxon Court | | |
| Induction: | | |

**Sample Job Description
XX SCHOOL**

**POST TITLE:
RESPONSIBLE TO:**

GRADE:

JOB PURPOSE

PRINCIPAL ACCOUNTABILITIES

This job profile is a guide to the work that you will initially be required to undertake. It may be altered from time to time to meet changing circumstances. It does not form part of your contract of employment.

XX SCHOOL - Sample Person Specification

Job Title..... **Grade**.....

Section/Location

| CRITERIA | | | Method of Assessment | | |
|---|-----------|-----------|----------------------|-----------|---------------|
| | Essential | Desirable | Application Form | Interview | Other (State) |
| Skills and Abilities | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| Experience | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| Knowledge | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| Education, Training and Qualifications | | | | | |
| | | | | | |
| | | | | | |
| Other Requirements | | | | | |
| | | | | | |
| | | | | | |

Sample Job Description**POST TITLE:** HR Administrative Assistant**GRADE:** MK4**RESPONSIBLE TO:**

JOB PURPOSE

To provide an effective and confidential administrative/clerical support to the HR Team.

PRINCIPAL ACCOUNTABILITIES

This job profile is a guide to the work that you will initially be required to undertake. It may be altered from time to time to meet changing circumstances. It does not form part of your contract of employment.


1. To provide a full, efficient and confidential administrative function, taking account of Council and Directorate objectives, procedures and policies.
2. To undertake projects to assist and support the professional staff within the team.
3. To organise meetings including room bookings and ordering facilities.
4. To undertake diary management, putting together agenda for meetings and typing notes.
5. To maintain accurate records using spreadsheets, databases and to assist in producing management information accurately and on time.
6. To deal with post and general e-mails.
7. To deal with enquiries on the phone and electronically or redirect to the appropriate officer.
8. To undertake typing, filing, photocopying, printing documents and maintaining a high standard of administrative effectiveness.
9. To maintain and monitor stationery supplies.
10. To undertake any other tasks as required within the HR Team.

Sample Person Specification

| Job Title: | HR Admin Assistant | Grade: | | | |
|--|---------------------------|---------------------|------------------|-----------|---------------|
| Section/Location: | Strategic Human Resources | | | | |
| CRITERIA | Method of Assessment | | | | |
| | Essential | Desirable | Application Form | Interview | Other (State) |
| Skills and Abilities | | | | | |
| Ability to produce letters and reports working from drafts and advice provided by others | ✓ | | ✓ | | Test |
| Demonstrable understanding of confidentiality. | ✓ | | ✓ | ✓ | |
| Demonstrable communication skills – oral and written | ✓ | | ✓ | ✓ | |
| Commitment to providing a high standard of work and good organisational skills | ✓ | | ✓ | ✓ | |
| Ability to work under pressure and meet deadlines | ✓ | | | ✓ | |
| Experience | | | | | |
| Some previous clerical/administrative experience. | ✓ | | ✓ | ✓ | |
| Demonstrable experience of using work processing and spreadsheet packages | ✓ | | ✓ | ✓ | |
| Knowledge | | | | | |
| Good working knowledge of MS Office Suite | ✓ | | ✓ | | Test |
| Good understanding of Customer Service | ✓ | | ✓ | | |
| Education, Training and Qualifications | | | | | |
| Holds NVQ level 2 in Administration or equivalent or can demonstrate equivalent evidence of competence | ✓ | | ✓ | ✓ | |
| Other Requirements | | | | | |
| Good understanding of Equality Policy and commitment to the provision of a quality service to all clients. | ✓ | | | ✓ | |

Sample Job Advertisement

School Name
 Address 1
 Address 2
 Telephone
 Email Address
 NOR:



(School Logo)

Key Stage 2 Leader
Required from January 2008
TPS + TLR 2 (give actual value)

We are seeking to appoint an experienced teacher who can take a lead role in curriculum development across the KS2 team. The successful candidate will be able to demonstrate exemplary classroom practice, team leadership and be dedicated to raising achievement and continuous school improvement.

We can offer a supportive working environment which values everyone, happy well-motivated children and opportunities for further personal and professional development.

For an application pack or to arrange a visit please contact

Closing Date: 2 October 2007
Interview Date: 17 October 2007

This post requires an enhanced Criminal Records Bureau disclosure

This school is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. We are an equal opportunities employer.

← Job title & pay Information

← Information about the job and what is required

← What you can offer to attract applicants

↖ Important statement to deter unsuitable candidates



Applying for a job atSchool

This school is committed to promoting and safeguarding the welfare of children



Thank you for expressing an interest in joining our school. The enclosed application pack contains a number of documents providing background information about our school and the vacancy that we are advertising. We hope you will find this information useful and we look forward to hearing from you.

| Making an Application | Interview and Selection Process |
|--|--|
| <p>Application Form</p> <p>If you wish to be considered for this post please complete the enclosed application form providing full details of your education and employment history, including any unpaid or voluntary work. Where there are gaps in your employment please state the reasons why (eg gap year, career break, unemployed, etc).</p> <p>You will note that we require details of two referees, one of which must be your current or most recent employer.</p> <p>CVs are <u>not</u> accepted as part of the application process.</p> <p>Supporting information</p> <p>This section of the form is very important. It gives you an opportunity to explain why you are applying and why you are the best person for this job. Use the job description and person specification as your guide and give specific examples, where possible, to demonstrate how you match the requirements for this post. If you do not have enough space, please attach a separate sheet.</p> <p>Please remember to sign the declaration on the final page of the application form.</p> | <p>Those candidates who meet all the requirements for the post will be shortlisted and details of the interview programme will be confirmed in writing.</p> <p>Interviews are scheduled to take place on:</p> <p>.....</p> <p>As part of the selection process, in addition to assessing your skills and knowledge against the requirements of this role, specific questions will be asked to assess your suitability to work with children.</p> <p>Under the Disability Discrimination Act 1995 and 2005, we are legally required to consider making reasonable adjustments to ensure that disabled people are not disadvantaged in the recruitment and selection process. We are therefore committed to meeting, wherever possible, any needs you specify on the application form. Please contact the school if you need to discuss this in any detail.</p> <p>We will consider any reasonable adjustments under the terms of the Disability Discrimination Act to enable an applicant with a disability (as defined under the act) to meet the requirements of the post.</p> |
| <p>For teaching posts: in addition to the application form, please submit a formal letter of application (up to 2 sides of A4) detailing your experience of teaching and learning and the impact your contribution will make in terms of raising standards at our school.</p> <p>Please return your completed application form to:</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>The closing date for applications is:</p> <p>.....</p> | <p style="text-align: center;">Induction and Continuous Professional Development</p> <p>The headteacher and governing body are committed to ensuring your well being and continuous professional development in this role. On appointment the headteacher will discuss an appropriate induction programme with you that will help familiarise you with the culture of the school, local practices, policies and expectations.</p> <p>You will be offered the opportunity to further develop your professional knowledge by participating in local training events and, where appropriate, working towards further qualifications such as NVQs.</p> <p>Support staff employees new to Milton Keynes Council will be subject to a probationary period of six months.</p> |

| | |
|--|---|
| Pre-employment checks | <p>Medical Assessment</p> <p>A satisfactory medical assessment will be required before we confirm any offer of an appointment.</p> |
| <p>References</p> <p>If you are shortlisted we will normally take up references before the interview date. One of your referees must be your current or most recent employer. Two satisfactory references must be received before we confirm any offer of an appointment. The information we request will relate to salary, length of service, sickness absence record, skills and abilities, suitability for the job, disciplinary record and suitability to work with children.</p> <p>Copies of references or references that are addressed “to whom it may concern” will not be accepted. On receipt of references, your referees may be contacted to verify any discrepancies, anomalies or relevant issues as part of the recruitment verification process.</p> <p>Criminal Records Bureau Check (Disclosure)</p> <p>Employment at this school is subject to an enhanced check with the Criminal Records Bureau. Checks will also be made against the Protection of Children List (PoCA) and the DCSF List 99. All such checks must be satisfactory before we confirm any offer of an appointment.</p> <p>Under the Rehabilitation of Offenders Act 1974 (Exemption Amendment) Order 1986, there are a number of jobs where we must take account of convictions, even though they are ‘spent’. All posts at this school are regarded as such. However, spent and/or unspent convictions may not necessarily make you unsuitable for appointment.</p> <p>Validation of Qualifications</p> <p>All shortlisted candidates will be asked to bring original certificates of relevant qualifications to interview. These will be photocopied and kept on file and may be confirmed as genuine with the relevant awarding bodies.</p> <p>Right to Work in the United Kingdom</p> <p>Under the Asylum and Immigration Act 1996, it is a criminal offence to employ anyone who is not entitled to live or work in the United Kingdom. Applicants can expect us to ask for proof of this at interview stage, where you will be asked to provide some original documentation to confirm that you are eligible to work within the UK. Photographic proof of identity will also be required.</p> | <p style="text-align: center;">School Policies</p> <p>Child Protection</p> <p>This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. We have a designated senior member of the leadership team who is responsible for referring and monitoring any suspected case of abuse. All members of staff will receive training in line with our child protection policy.</p> <p>Whistle Blowing</p> <p>We recognize that children cannot be expected to raise concerns in an environment where staff fail to do so. Therefore our policy is to ensure that all staff are made aware of their duty to raise concerns about any inappropriate attitude or actions of colleagues.</p> <p>Code of Conduct and Personal Behaviour</p> <p>The school believes that it is essential for standards of conduct at work to be maintained to ensure delivery of quality services and also to protect the well being of all its employees and pupils.</p> <p>The headteacher and governing body regard everyone working at our school as a role model to our pupils. As such employees should conduct themselves with integrity, impartiality and honesty. Furthermore, everyone in the school has an absolute duty to promote and safeguard the welfare of children. Registered teachers are in addition bound by the codes and professional values of the GTCE (General Teaching Council, England). While registered teachers are bound by the code, the school considers the principles to apply to all staff employed at the school.</p> <p>Equal Opportunities</p> <p>We are committed to promoting best practice in our efforts to eliminate discrimination and to create a working and learning environment where all are treated fairly and with respect.</p> <p>We take action to ensure that nobody is treated less favourably than anyone else because of their colour, race, ethnic or national origin, religion, gender, sexual orientation, disability or age.</p> <p>Full details of all these policies are available in school.</p> |

Shortlisting Record

Post Title: Date:

Shortlisting Panel:

| Applicant | Meets all essential criteria? | Meets all desirable criteria? | Disabled* | Shortlisted? | Comments for feedback to applicant |
|-----------|-------------------------------|-------------------------------|-----------|--------------|------------------------------------|
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |

* All applicants with a disability who meet the criteria must be interviewed.

| |
|--|
| School Logo Name Address Contact Number |
|--|

Your name has been given as a referee for the candidate listed below. This reference may be crucial to decision making in relation to this individual and is a vital element of the school's safer recruitment processes. Please be factual and honest when completing the information required. A copy of the job description and person specification is also enclosed.

Reference Request Pro-Forma

| | |
|--------------------------|--|
| Candidate's Name: | |
| Post Applied for: | |

| | |
|---|--|
| Name of your company/organisation/school: | |
| Your relationship to candidate: (i.e. headteacher, chair of governors, line manager) | |
| How long have you known the applicant? | |

| | |
|--|--------------------------------|
| Please provide dates of employment with your organisation: | |
| From: | To: |
| Position held by applicant: | |
| Main duties and responsibilities: | |
| Salary: | |
| Reason for Leaving: (e.g. voluntary resignation, dismissal, etc.) | |
| Number of occasions and days absent from work due to sickness over the last two years | |
| Number of occasions: | Number of working days: |
| Has this person ever been subject to any kind of disciplinary action whilst in your employment? | |
| <input type="checkbox"/> Yes <input type="checkbox"/> No If Yes, please give details: | |
| Please provide comments regarding the applicant's time-keeping/reliability: | |

Please comment on this candidate's ability / suitability to undertake this job. Please refer to the attached job description and person specification when assessing the candidate's suitability for the post. *(Please continue on a separate sheet if necessary).*

For teaching posts please attach a separate supporting statement on school/company headed paper.

Please comment on the effectiveness of the applicant's working relationships with other people (for example children, young people, colleagues, parents and governors).

Have you or your colleagues ever had any cause for concern about this person's behaviour or judgement particularly in relation to working with children?

Yes No

If Yes, please give details:

Do you have any other relevant comments on the applicant's performance history and conduct?

Are you aware of any reason why the school should not employ this candidate?

Yes No

If Yes, please give details:

Please indicate whether you can recommend the applicant:

Recommend Unreservedly Very Strongly Strongly For Consideration Not at all

Signed:

Date:

Print Name:

Position:

Contact Telephone Number:

Thank you for completing this reference. Please note that relevant factual content may be discussed with the applicant.

Sample Invitation to Interview Letter

| |
|--|
| School Logo Name Address Contact Number |
|--|

Date

Dear

Re: Post Title

I am writing to thank you for your application to the above post and to invite you to interview (*and assessment – if applicable*), which will take place on (*date*), at (*time*). The interview will be held at (*location*). On arrival please report to reception and ask for (*name*). An interview programme and map are enclosed.

As part of the interview process you will be asked to undertake (*insert details, eg a data entry and computer based letter writing exercise, observed teaching, presentation, etc.*) Further details will be provided to you on the day.

The interview panel will consist of (*insert names and job title*) and they will assess your suitability for the above post and provide you with an opportunity to gain further information about the school and the role. The interview will also assess your suitability to work with children and will include questions relating to safeguarding and promoting the welfare of children.

Criminal Records Bureau Disclosure

As successful candidates will also need to obtain an enhanced Criminal Records Bureau Disclosure you should bring with you original documents which verify your identity and meet the requirements of the CRB. These are listed on a separate sheet.

Asylum and Immigration

You should also bring with you an original document that proves your eligibility to work in the United Kingdom. These are also listed separately.

Please bring original certificates of relevant qualifications to the interview.

If you have a disability it would be helpful for us to know whether you will require any special arrangements to be made for your interview. If so please contact the school secretary in advance to discuss any practical arrangements.

I would be grateful if you could contact our school secretary (*insert name*) on (*insert number*) to confirm your attendance at the interview. If you have any other questions/queries s/he will be happy to help you.

I look forward to meeting you on (*insert date*).

Yours sincerely

Name
Headteacher

Criminal Records Bureau – Documentation Required

Applicants must produce **three** original documents, at least one of which must be from Group 1. If unable to produce any documents from Group 1, applicants must produce **five** original documents from Group 2

| |
|--|
| GROUP 1 |
| Valid Passport (<i>any nationality</i>) |
| UK Driving Licence (<i>Full or Provisional</i>) <i>England/Wales/Scotland/Northern Ireland/Isle of Man, either photo card or paper. (A photocard is only valid with the counterpart of the licence).</i> |
| Original UK Birth Certificate (<i>issued within 12 months of date of birth</i>) <i>full or short form acceptable including those issued by UK authorities overseas, such as Embassies, High Commissions and HM Forces.</i> |
| EU National Identity Card |
| Firearms Licence (<i>UK</i>) |
| HM Forces ID Card (<i>UK</i>) |
| Adoption Certificate (<i>UK</i>) |
| GROUP 2 (<i>*should be less than 3 months old; ** issued within last 12 months</i>) |
| Marriage/Civil Partnership certificate |
| Birth Certificate |
| P45/P60 Statement ** |
| Bank or Building Society statement* |
| Utility Bill (<i>gas, electricity, water, telephone, mobile phone contract/bill</i>)* |
| Valid TV Licence** |
| Credit Card Statement* |
| Store Card Statement* |
| Mortgage Statement** |
| Valid insurance certificate** |
| Financial Statement (<i>eg pension, endowment, ISA</i>)** |
| Valid Vehicle Registration Document (<i>V5 old style or V5C new style only</i>) |
| Mail Order Catalogue Statement* |
| Valid NHS Card (<i>UK</i>) |
| Addressed Payslip* |
| National Insurance Card (<i>UK</i>) |
| Exam certificate (<i>eg GCSE, NVQ, O'levels, Degree</i>) |
| Benefit Statement (<i>eg Child allowance or pension</i>) |
| Connexions Card (<i>UK</i>) |
| Certificate of British Nationality (<i>UK</i>) |
| Work Permit/Visa (<i>UK</i>)** |
| Court Claim form** (<i>Documentation issued by Court Services</i>) |
| Council Tax Statement (<i>UK</i>)** |
| CRB Disclosure Certificate** |
| Letter from a Head Teacher* |
| A document from Central/Local Government/Government Agency/Local Authority giving entitlement (<i>UK</i>)*, <i>eg from the Department for Work and Pensions, the Employment Service, Customs and Revenue, Job Centre, Job Centre Plus, Social Security.</i> |
| One of the following documents from the Borders and Immigration Agency (BIA) (formerly the Immigration and Nationality Directorate – IND) (UK). <i>Do not use more than one of the following documents:-</i> |
| Convention Travel Document (CTD) - Blue |
| Stateless Persons Document (SPD) - Red |
| Certificate of Identity (CID) - Brown |
| Asylum Registration Card (ARC) – Immigration |
| Status Document (ISD) |
| *should be less than 3 months old |
| ** issued within last 12 months |

Asylum and Immigration – Documentation Required

Any **one** of the original documents below is acceptable:

- A passport showing the holder is a British citizen or has a right of abode in the UK.
- A passport or national identity card showing that the holder is a national of a European Economic Area (EEA) country or Switzerland.
- A residence permit issued by the Home office to a national from an EEA country or Switzerland.
- A passport or other document issued by the Home Office endorsed to show that the holder: can stay indefinitely in the UK (or without time limit), *or* can stay and do the type of work being offered if they do not have a work permit, *or* has current right of residence in the UK as the family member of a national from a EEA country or Switzerland (resident in the UK).
- An Application Registration Card issued by the Home Office to an asylum seeker stating the holder is permitted to take employment.

If any of the above cannot be produced **either** of the following is acceptable:

- A document giving the person's *permanent* NI Number and name (e.g. P45, P60, NI card) **and** a full birth certificate issued in the UK (or a letter from the Home Office indicating the person can stay indefinitely in the UK or has no time limit on their stay, or the person can stay in the UK and do the type of work being offered).
- A work permit or other approval issued by Work Permits UK **and** a passport endorsed to show the holder is able to stay in the UK and can take the work permit employment in question, or a letter issued by the Home Office confirming the person is able to stay in the UK and can take the work permit employment in question.

Sample Regret (Post interview) Letter

| |
|--|
| School Logo Name Address Contact Number |
|--|

Date

Dear

Re: (*Post Title*)

Further to your recent interview, I regret to inform you that you were unsuccessful on this occasion.

May I take the opportunity to thank you for the interest you have shown in working at (*school name*) and I wish you well for the future.

Yours sincerely

Name
Headteacher

Sample Conditional Offer Letter

Date

| |
|--|
| School Logo Name Address Contact Number |
|--|

Dear

Re: Appointment to (*Post Title*)

Thank you for attending the interview for the above. I am pleased to offer you this position at (*insert school name*) on (*insert grade and spinal column point*), subject to the following conditions:

- a Receipt of any outstanding references that satisfy the school. It is the final decision of the school to determine if such references meet our requirements.
- b Completion of a Medical Questionnaire and confirmation by Occupational Health that you are medically fit to undertake the duties of the post. Please complete the enclosed medical questionnaire and return it to MK Occupational Health Ltd in the envelope provided.
- c An Enhanced CRB Disclosure which is satisfactory to the school. If the CRB check produces information about convictions/cautions that you have not declared, the school reserves the right to terminate your employment without notice.
- d Confirmation of your eligibility to work in the UK and copies of all relevant qualifications (*insert if not checked at interview*).

Support staff posts:

- e satisfactory completion of a probationary period (6 months)

Teaching posts:

- f GTC Registration (unless exempt)
- g QTS (unless exempt)
- h Statutory Induction (For teachers who obtained QTS after May 7th 1999)

Please confirm your acceptance in writing and return it to the school as soon as possible. Once all pre-employment checks are received you will be contacted again to arrange a start date and a formal contract of employment will be issued.

May I take this opportunity to congratulate you on your appointment and to welcome you to the school.

Yours sincerely

*(Please insert name)***Headteacher****Checklist for return with acceptance: (* delete if not applicable)**

- Acceptance Letter *
- Medical form (completed and sent off in envelope provided)
- Bank payment form
- Completed CRB Disclosure Form *
- Asylum and Immigration Documentation and copies of relevant qualifications*

SCHOOL:

| EMPLOYEE DETAILS: | | | |
|--|----------------------|-----------------------|----------------------|
| Surname: | <input type="text"/> | Title: | <input type="text"/> |
| Forename(s): | <input type="text"/> | Date of Birth: | <input type="text"/> |
| Address: Postcode: <input type="text"/> Contact Telephone Number: <input type="text"/> | | | |

| POST DETAILS: | | | |
|--------------------|----------------------|--------------------|----------------------|
| Post Title: | <input type="text"/> | | |
| Grade/SCP: | <input type="text"/> | Start Date: | <input type="text"/> |

| | | | | | | |
|---------------|------------------------------------|------------------------------------|---------------|----------------------|------------------------------|----------------------|
| Hours: | <input type="checkbox"/> Full Time | <input type="checkbox"/> Part Time | Hours: | <input type="text"/> | Full Time Equivalent: | <input type="text"/> |
| | | | Weeks: | <input type="text"/> | | |

| TYPE OF CONTRACT: | | | |
|-------------------------------|-------------------------------------|---|--|
| | <input checked="" type="checkbox"/> | Reason For Appointment | |
| Permanent | | New Post | |
| | | Replacement for (insert name): | |
| Temporary / Fixed-term | | Maternity Cover for (insert name): | Expected duration of contract: Or End Date of Contract: |
| | | Sick Leave Cover for (insert name): | |
| | | SEN Support for (insert name of pupil): | |
| | | Unqualified Teacher | |
| | | Imminent Organisational Change (insert details): | |
| | | Specially funded additional work/project: | |
| | | To cover secondment of: | |
| | | Graduate Teacher Programme or Modern Apprenticeship | |
| | Pending Permanent Recruitment | | |

PRE-EMPLOYMENT CHECKS:

Please indicate whether successful candidate has provided the following:

| | | | | | |
|-----------------|-------------------|-------------------------------|----------|--|-------------------|
| CRB Form | Yes / No attached | Medical Questionnaire: | Yes / No | Asylum & Immigration Documentation (A&I): | Yes / No attached |
|-----------------|-------------------|-------------------------------|----------|--|-------------------|

| In addition to the above, this Appointment Form should be accompanied by the following documentation (please <input checked="" type="checkbox"/> to confirm): | | | |
|---|---|--|----------------------|
| Application Form | Job Description/Person Specification | Copies of relevant qualifications | <input type="text"/> |
| References (two) | Salary Notification Form (Teachers) | | |

Authorisation on behalf of school:

Name: **Date:**

Print Name: **Job Title:**