



EXPLANATORY NOTES FOR CANDIDATES

Application Form

- Applications will only be accepted from candidates completing the Ardingly College Application Form in full. CVs will not be accepted in substitution for completed Application Forms in the absence of a valid explanation.
- Candidates should be aware that all posts in the school involve some degree of responsibility for safeguarding children, although the extent of that responsibility will vary according to the nature of the post. Please see the job description for the post.
- Accordingly, this post is exempt from the Rehabilitation of Offenders Act 1974 and, therefore, all convictions, cautions and bind-overs including those regarded as 'spent', must be declared.
- Where appropriate, the successful applicant will be required to complete a disclosure from the Criminal Records Bureau (CRB) and/or the Independent Safeguarding Authority (ISA) at the appropriate level for the post.
- We will seek references for short-listed candidates and may approach previous employers for information to verify particular experience or qualifications before interview.
- If you are currently working with children, either on a paid or voluntary basis, your current employer will be asked about disciplinary offences, including disciplinary offences relating to children or young persons (whether the disciplinary sanction is current or time expired) and 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 those issues. Where neither your current nor previous employment has involved working with children, your current employer will still be asked about your suitability to work with children although it may, where appropriate, answer 'not applicable' if your duties have not brought you into contact with children or young persons.
- *You should be aware that provision of false information is an offence and could result in your application being rejected or summary dismissal if you have been selected and possible referral to the police and/or DCFS Children's Safeguarding Operation Unit.*

Invitation to Interview

Before you are invited for interview we must have received a completed Application Form.

- Interviews will be conducted in person and the areas explored will include your suitability to work with children.
- All candidates invited to interview must bring with them:
 - The original documents confirming educational and professional qualifications that are necessary or relevant for the post. Where originals are not available for the successful candidate, written confirmation of the relevant qualifications must be obtained from the awarding body
 - Proof of Identity: eg. a current photocard driving licence
 - Proof of right to work in the UK: eg. EU Passport, birth certificate, visa
 - Proof of address: eg. a utility bill or financial statement, less than 3 months old, showing your current name and address
 - If appropriate, any documentation showing evidencing of a change of name

Please note that originals documents are necessary. Photocopies or certified copies are not sufficient.

Conditional Offer of Appointment: Pre-Appointment Checks

An offer to a successful candidate will be conditional upon:

- Receipt of at least two satisfactory references (if these have not already been received)
- Verification of identity and qualifications
- A satisfactory check of DCFS List 99 and the Protection of Children Act List as appropriate
- A satisfactory CRB and/or ISA Disclosure at the Enhanced level
- Verification that you are physically and mentally able to take on the employment. This will be established from your Medical Questionnaire and, if necessary, by obtaining further information from your GP
- For teaching posts or posts where a professional qualification is required, verification of professional status such as GTC registration, QTS Status (where required), NPQH, verification of successful completion of statutory induction period (applies to those who obtained QTS after 7 May 1999)
- 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.

Equal Opportunity

Ardingly College/Ardingly Projects is an Equal Opportunity Employer. The College welcomes applications for all posts from appropriately qualified persons regardless of gender, ethnic origin, religion or belief, disability, sexual orientation or age.

WARNING

Where a candidate is:

- Found to be on DCFS List 99 or the Protection of Children Act List, or the CRB/ISA Disclosure shows he/she has been disqualified from working with children by a Court
- Found to have provided false or misleading information in, or in support of, his/her application
- The subject of serious expressions of concern as to his/her suitability to work with children

the facts will be reported to the Police and/or the DCFS Children's Safeguarding Operation Unit.