



## NOTES FOR APPLICANTS

**Application Form:** When completing the application form please account for all your time since leaving full-time education, including part-time, voluntary and independent work - explaining any gaps. You must also complete the section relating to previous criminal convictions and sign the application form. If you are completing your application electronically please bring a signed form if you are invited to interview. Please note that application forms may be retained by the school for longer than six months after the post has been filled. Should you not wish your form to be retained for longer than the statutory period, please notify us when the form is submitted.

**References:** Details of two referees must be provided on the application form including a full postal address and an email address. Referees must know you in a professional capacity and should be well placed to comment on your suitability for the position for which you are applying. One should be your current or most recent employer. We also reserve the right to approach any previous employer listed on your application form. We will ask previous employers to provide information on any disciplinary offences, allegations and investigations, including expired offences.

**Interviews:** If called to interview, please bring documentary evidence of your identity, which must include a photograph, to the interview. A passport or driving licence would be most acceptable. You will need to bring original documents confirming your educational and/or professional qualifications. Please note that we may use social media websites and search engines to research information on candidates. You would be given the opportunity to respond to any material findings at interview.

If you have not heard from us about an interview within three weeks of the closing date you should assume that we will not be taking your application any further. We do not usually offer feedback to candidates who are unsuccessful at this stage. If you are unsuccessful at interview it is normally possible to provide some feedback. This can be arranged through the Headteacher's PA.

**Pre-Employment Checks:** Pensby High School actively promotes a culture that helps safeguard children and young people and discourages and prevents inappropriate people joining the workforce (both on a paid or voluntary basis). As your employment would be in a regulated position under the Safeguarding Vulnerable Groups Act 2006 as amended by the Protection of Freedoms Act 2012, you would be subject to an enhanced Disclosure and Barring Service check which includes a Barred List Check. You cannot perform work in a regulated position if you have been barred from working with either children or vulnerable adults by the DBS, or if you have been barred or disqualified from working with children by another organisation.

School posts are exempt from the Rehabilitation of Offenders Act so all convictions must be declared. Pensby High School aims to promote equality of opportunity for all the right mix of talent, skills and potential. Having a Criminal Record will not necessarily bar you from employment; this will depend on the relevance, the circumstances and the background to your offence(s).

**This means you are required to declare any convictions, cautions or reprimands which you may have even if they would otherwise be regarded as 'spent' under the Rehabilitation of Offenders Act (1974) as well as declaring any prosecutions pending against you.** This information must be provided under separate, confidential

cover to the Chairman of Governors before interview and we guarantee that it will only be seen by those who need to see it as part of the recruitment process. Failure to disclose such information could result in your dismissal or discipline by the School.

The Asylum & Immigration Act 1996 and the Immigration (Restrictions on Employment) Order 2004 require employers to establish that an individual is entitled to work in the UK prior to that person commencing employment. This entitlement must be evidenced at interview stage and a copy will be retained once a formal offer has been made and accepted. An employee who has provided false information (or omitted material information) on appointment could subsequently be subject to summary dismissal.