



GUIDANCE NOTES ON THE APPLICATION AND RECRUITMENT PROCESS –

EQUAL OPPORTUNITIES

Wakefield Grammar School Foundation aims to be a fair employer and is committed to equal opportunities. Our policy is to ensure that no job applicant or employee is discriminated against on the basis of their gender, sexual orientation, marital or civil partner status, gender reassignment, race, religion or belief, colour, nationality, ethnic or national origin, disability or age, pregnancy or trade union membership or is disadvantaged by conditions or requirements which cannot be shown to be justifiable.

APPLICATION FORM

- Your application is an important part of the selection process. It is therefore essential that you complete the form accurately, with as much information as possible.
- Every section of the form (where applicable) should be completed in full. You may complete the form by hand (if so please ensure your writing is legible e.g. use block capitals) or alternatively it may be typed.
- If you do wish to submit a C.V. this must be in addition to a fully completed application form. For example, do not state “see C.V”, as an incomplete application form will run the risk of not being short-listed.
- Note 1: Date of Birth: WGSF complies with the Employment Equality (Age) Regulations 2006 and does not discriminate on grounds of age. This is requested in line with best safeguarding practice including Statutory Guidance ‘*Keeping Children Safe in Education*’ (April 2014).
- All posts within WGSF and the relevant School involve some degree of responsibility for safeguarding children, although the extent of that responsibility will vary according to the nature of the job. Please see the job description for the post.
- WGSF must receive your completed and signed application form by the advertised closing date.

REFERENCES

- We will seek references on shortlisted candidates and may approach previous employers for information to verify particular experience or qualifications before interview.
- If you are currently working with children, on either a paid or voluntary basis, your current employer will be asked about disciplinary offences, including disciplinary offences related to children or young persons (whether the disciplinary sanction is current or time expired), and whether you have been the subject of any safeguarding allegations or concerns, and if so the outcome of any enquiry or disciplinary procedure.
- If you are not working with children, your current employer will still be asked about your suitability to work with children, although they may answer “not applicable” if your duties have not brought you into contact with children or young persons.

EVIDENCE OF ELIGIBILITY TO WORK IN THE UK

- Note 2: In accordance with the requirement of the Immigration, Asylum and Nationality Act 2006, if you are appointed to a post with WGSF you will be required to produce evidence of your eligibility to work in the UK before you commence employment.

REHABILITATION OF OFFENDERS ACT 1974 / DISCLOSURE OF BACKGROUND

- As the job for which you are applying involves substantial opportunity for access to children, it is important that you provide us with full and complete and legally accurate answers.
- Upfront disclosure of a criminal record may not debar you from appointment as WGSF shall consider the nature of the offence, how long ago and at what age it was committed and any other relevant factors. Please submit information in confidence enclosing details in a separate sealed envelope which will be seen and then destroyed

by the relevant Head/Bursar/HR Manager. If you would like to discuss this beforehand, please telephone in confidence to the HR Manager on 01924 231625 for advice.

- You must disclose any **unspent*** or **spent**** convictions, bind-overs, cautions, reprimands or final warnings.
 - * You must disclose any convictions, cautions, bind-overs, reprimands or final warnings that are not “protected” as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2014 by SI 1198 http://legislation.gov.uk/uksi/2013/1198/pdfs/ukxi_20131198_en.pdf.)
 - ** The amended legislation provides that certain **spent** convictions and cautions are 'protected' and are **not** subject to disclosure to employers, and cannot be taken into account.
- Further guidance and criteria on the filtering of these cautions and convictions can be found at the Disclosure and Barring Service (DBS) website; search for filtering guidance.
- Failure to declare any convictions and cautions which would not be filtered under current DBS filtering may disqualify you for appointment or result in summary dismissal if the discrepancy comes to light subsequently, as will a failure to provide truthful information.
- If you are successful in being appointed you will be required to complete a form for a DBS check.
- When the DBS check has been completed you will receive an original copy of the certificate to your home address.
- You must produce the original DBS certificate within one week of receipt for inspection by Governors' Office who will log the details of the unique reference number on the Central Register of Appointments.
- The DBS certificate will be checked against any information supplied with your application form.

MEDICAL FITNESS

In accordance with the Education (Independent Schools Standards) (England) Regulations 2003, all teachers are required to satisfy their employer of their medical fitness on entry to the teaching profession and also during their subsequent employment. In this connection, any offer of employment will be subject to a satisfactory medical screening process to ensure the individual is medically fit to undertake the role. This is done by the individual completing a health questionnaire for consideration by Occupational Health. Support staff will be required to complete a health questionnaire or a health declaration. WGSF will fully comply with its duties under the Equality Act 2010.

INVITATION TO INTERVIEW

- If you are invited to interview, this will be conducted in person and the areas it will explore will include suitability to work with children.
- Candidates invited to interview must bring documents confirming any educational or professional qualifications that are necessary or relevant for the post. Original or certified copies of the documents must be produced. Photocopies will not be accepted. Where original or certified copies are not available for the successful applicant, written confirmation must be obtained from the awarding body.
- In addition, you must also bring along originals of the following to confirm your identity:
 - A current driving licence including a photograph **or** a passport **or** a full birth certificate
 - A utility bill or financial statement showing your current name and address
 - Where appropriate any documentation evidencing a change of name