



DETAILS OF THE APPLICATION PROCESS FOR A POSITION AT YARM SCHOOL

1. The Application Form

a. Applications will only be accepted from candidates by completing an Application Form in full. CVs may be submitted but are not required, and certainly will not be accepted in substitution for completed Application Forms.

b. 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. This will be explained in the advert for the particular post concerned.

c. Candidates who are short-listed for interview will be asked to complete a school criminal record self-declaration form. This is a mandatory part of the application process for all posts that require a police check (known as a 'DBS check'). All such posts are exempt from the Rehabilitation of Offenders Act 1974; therefore, applicants are required to declare any simple cautions or convictions, which are not protected (in other words, not filtered out) as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013). For further information on filtering please refer to the [DBS website](#).

d. Upon acceptance of a position, the successful applicant will be required to complete a form which will enable us to request an Enhanced Disclosure with Barred List Check from the Disclosure and Barring Service ('DBS'). Employment is conditional upon a satisfactory DBS check being returned, along with a variety of other appropriate checks for all applicants, both home and overseas. These must be completed before the successful candidate's start date at school.

e. An overseas national must have permission to work in the UK. Employers are required to check potential employees' documents before employing them, to ensure they have the right to work in the UK. Advice on the checks required is provided in the Home Office guidance 'Employer Right to Work Checks: Supporting Guidance' https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/1047370/2022_01_17_Employer_s_Guide_.pdf.



f. Details of anyone applying for a position which is a “Regulated Activity” as defined by the Safeguarding Vulnerable Groups Act 2006 and who is barred from doing so by the DBS will be passed to the Police and/or the Disclosure and Barring Service.

2. References

a. We will make every effort to seek references on candidates who have been invited for interview and may approach previous employers, whether or not named as a referee, for information at any stage following receipt of an application form. If candidates do not wish Yarm School to approach their current employer before interview, this must be clearly articulated in writing at the time of applying for the post. In such cases, any offer of employment will be subject to the take-up of satisfactory references afterwards.

b. Employment is subject to satisfactory references from suitable referees and references will also be verified by telephone call.

c. If candidates are currently working with children, on either a paid or voluntary basis, your current employer must be listed as one of the two referees. They will be asked about any disciplinary offences that the candidate may have acquired relating to children or young persons (current or time expired), and whether the candidate has been the subject of any child protection allegations or concerns and, if so, the outcome of any enquiry or disciplinary procedure. If the candidate is not currently working with children, but has done so in the past, the previous employer will be asked about those issues (and should be listed as a referee). Where neither the candidate’s current or previous employment has involved working with children, the current employer will still be asked about the candidate’s suitability to work with children.

d. In the case of applicants who have been employed but who are currently unemployed, one of the referees provided must be the most recent employer. PGCE and other university students should also list their course tutor as one of their referees.

3. Interview and Identification

a. If you are invited to interview, one of the areas which will be explored will be your suitability to work with children.

b. If short-listed for interview, all candidates will be required to produce original documents confirming any educational and professional qualifications which are cited as part of the application process or are relevant for the post (e.g. the original of examination certificates, diplomas, etc). Where originals are not available, written confirmation or certified copies of the relevant qualifications must be obtained from the awarding bodies.

c. All short-listed candidates will also be required to produce three original documents from the list below (overseas candidates should refer to section 1e above). Amongst the three documents, there must be one with photo ID (passport or driving licence), and one with the candidate's current registered domicile address (e.g. council tax or utilities bill). The most common combination is usually a passport, driving licence and council tax bill. More information on acceptable ID can be found at: <https://www.gov.uk/government/publications/dbs-identity-checking-guidelines/id-checking-guidelines-for-standardenhanced-dbs-check-applications-from-1-july-2021>

Photocopies or certified copies are not sufficient:

- Birth certificate
- a current UK passport (if British national) or passport of country of origin (if non-British national) together with right to work in UK;
- a current UK driving licence showing current address;
- a utility bill or financial statement showing the candidate's current name and address which must be no more than three months old and has been posted to the candidate not downloaded from the internet
- National Insurance card or other verification of the number such as a communication from HMRC
- where appropriate, any document evidencing a change of name such as a marriage certificate

As explained in the hyperlink at c above, acceptable documentation for ID verification for an enhanced DBS check is of a specific and limited range. If those documents are unable to be produced the candidate will be required to undertake an external ID verification check and if that does not provide appropriate confirmation, the candidate will be required to undertake a fingerprint verification check with the Police.

d. Photocopies of the identification and DBS documentation will be taken by the School and retained on file for all successful candidates. The details will also be entered onto the



School's Single Central Register. All photocopied documentation for unsuccessful candidates will be retained only for as long as necessary and then securely destroyed.

4. Conditional Offer of Appointment: Pre-appointment Checks

Any offer to a successful candidate will be conditional upon:

- a. Receipt of at least two satisfactory references
- b. Verification of identity and qualifications
- c. A check of the DBS Children's Barred List
- d. A satisfactory Enhanced DBS Disclosure
- e. A satisfactory check of the TRA prohibition list if the candidate is being employed to teach or coach children
- f. A satisfactory check of the Management and Leadership Barred List ('s.128 check') where appropriate
- g. Verification of professional status (where required)
- h. Declaration of medical fitness
- i. Confirmation of the candidate's right to live and work in the UK
- J. Disqualification from childcare checks will be carried out for all posts that involve working with Prep School age children, and will be repeated annually in line with best practice.

Where the successful candidate has worked or been resident overseas for more than three months (continuously) in the last 10 years, they must obtain such checks and confirmations as the School may require in accordance with statutory guidance. These may include the equivalent of DBS checks from those countries (often known as 'Good Conduct' checks) and may involve the taking of fingerprints and provision of detailed information to the embassies or police forces of those countries as well as additional references. Depending on the country or countries involved, this process may take some time and the successful candidate will not be able to start work before a satisfactory result has been confirmed.

5. Warning

Where a candidate is:

- a. found to be on the DBS Barred Lists, or the Enhanced DBS disclosure shows he/she has been disqualified from working with children, or
- b. found to have provided false information in support of his/her application, or
- c. the subject of expressions of concern as to his/her suitability to work with children,



the facts will be reported to the Disclosure and Barring Service and /or the Teaching Regulation Agency and/or the Police and any offer of employment by Yarm School will be immediately withdrawn.

6. General

The School requests applications as soon as possible from interested applicants, reserving the right to offer the post at any stage in the appointment process or not to offer the post at all. Offers of employment will be made on merit and in accordance with the School's policy of equal opportunities. Confirmation of a conditional offer of employment will only be made on satisfactory completion of a probationary period as set out in the contract of employment.

Reviewed: CJE

Date: Feb 2022