



### **Important information for applicants**

**Loretto School is committed to safeguarding and promoting the welfare of children and applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Criminal Records Bureau.**

*The following information and instructions are included in order to allow Loretto School to comply with guidance on safeguarding children in educational settings. The support by applicants over this important matter is appreciated.*

### **Notes to accompany the application form**

#### **Address details**

If you have been resident at your current address for less than five years please provide any previous addresses during this period on a separate sheet of paper.

#### **Existing knowledge of Loretto School personnel**

Please indicate if you know any existing employees or Governors at the school, and if so how you know them.

#### **Referees**

Please provide at least two referees. One referee should be your current or most recent employer. Where you are not currently working with children but have done so in the past one referee must be from the employer by whom you were most recently employed in work with children. Please note, references will not be accepted from relatives or from referees writing solely in the capacity of friends.

#### **Declaration**

By signing the declaration you are agreeing

1. You are aware that the post for which you have applying is exempt from the Rehabilitation of Offenders Act 1974 and therefore that all convictions, cautions and bind-overs, including those regarded as 'spent' must be declared.
2. You have not been disqualified from working with children, are not named on DfES List 99 or the Protection of Children Act List, are not subject to any sanctions imposed by a regulatory body for example the General Teaching Council.
3. You will attach details of any convictions, cautions or bind-overs in a sealed envelope marked confidential.

Please note:

1. Applications will only be accepted from candidates completing the enclosed Application Form in full. CV's will not be accepted in substitution for completed Application Forms in the absence of good reason.
2. We will seek references on shortlisted candidates and may approach previous employers for information to verify particular experience or qualifications, before interview.
3. 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 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.

4. You should be aware that provision of false information is an offence and could result in the application being rejected or summary dismissal if the applicant has been selected, and possible referral to the police and/or DfES Children's Safeguarding Operation Unit.

### **Invitation to Interview**

If you are invited to interview this will be conducted in person and the areas which it will explore will include suitability to work with children.

All candidates invited to interview must bring documents confirming any educational and professional qualifications that are necessary or relevant for the post (eg the original or certified copy of certificates, diplomas etc). Where originals or certified copies are not available for the successful candidate, written confirmation of the relevant qualifications must be obtained from the awarding body.

All candidates invited to interview must also bring with them:

1. a current driving licence including a photograph or a passport or a full birth certificate
2. a utility bill or financial statement showing the candidate's current name and address
3. where appropriate any documentation evidencing a change of name

Please note that originals of the above are necessary. Photocopies or certified copies are not sufficient.

### **Conditional Offer of Appointment: Pre-Appointment Checks**

Any offer to a successful candidate will be conditional upon

1. receipt of at least two satisfactory references (if these have not already been received)
2. verification of identity and qualifications
3. a check at DfES List 99 and the Protection of Children Act List as appropriate
4. a satisfactory CRB Disclosure
5. verification of professional status
6. verification of successful completion of statutory induction period (applies to those who obtained QTS after 7 May 1999)
7. 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.
8. verification of medical fitness
9. satisfactory completion of the probationary period

### **WARNING**

Where a candidate is:

1. found to be on DfES List 99 or the Protection of Children Act List, or the CRB disclosure shows s/he has been disqualified from working with children by a Court; or
  2. found to have provided false information in, or in support of, his application; or
  3. 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 DfES Children's Safeguarding Operation Unit.