

# **Schools Recruitment Toolkit**

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# RECRUITMENT TOOLKIT

## Getting Started

The recruitment, selection and retention of the best people is critical to our continued growth and success. The school is keen to recruit employees that reflect the diversity and multi-cultural community within which we operate. Therefore, it is important that we attract candidates from a broad talent pool, and that our recruitment and selection processes enable us to select the best talent to join our team.

The recruitment and selection processes that managers must follow enable us to promote practices that ensure applicants have the opportunity to demonstrate their individual attributes and suitability for the role in a welcoming environment.

The following resources set out our policies, procedures, and guidance that must be adhered to for all recruitment and appointments to any vacancy within the School. Managers must familiarise themselves, and refer to these documents to carry out effective recruitment:

- Recruitment Policy
- Recruitment and Vetting Checks – Right to Work in the UK Policy
- Recruitment and Vetting Checks – Criminal Records Policy
- Recruitment Toolkit (this document)

This document provides managers with guidelines and tips on how to manage the overall recruitment process, and includes reference to key statutory / legal requirements we must adhere to.

## The Legal Context in Recruitment

A job applicant who believes they have experienced discriminatory treatment during the process of recruitment has three calendar months (minus 1 day) from the date of the discriminatory treatment to lodge a claim with an employment tribunal. There is no limit on the amount of compensation that can be awarded by tribunals in discrimination claims.

Various anti-discrimination laws apply throughout the entire process of recruitment. Employers are liable in law for any discriminatory actions perpetrated by their people in the course of their employment. This means, that if a recruiting manager who is conducting the recruitment process does or says anything that could be construed as discriminatory, LCC will be potentially liable to pay compensation to the victim if a successful complaint is subsequently made to an Employment Tribunal.

The following section outlines the legislation that governs recruitment. Anyone that is involved in recruitment on behalf of the School must be aware of their responsibilities under the relevant UK legislation.

We will ensure that we comply with employment legislation and statutory requirements including:

- Data Protection Act 2018, which incorporates the General Data Protection Regulation (GDPR)
- Rehabilitation of Offenders Act 1974 (Exceptions) (Amendment) (England and Wales) Order 2013. For further information please see the **Recruitment and Vetting Checks – Criminal Records Policy**

- Asylum and Immigration Act 1996
- Children Act, Section 11 (2004)
- Equality Act 2010
- Protection of Freedom Act 2012
- Fluency Duty, for further information please see the Fluency Duty guidance in the Recruitment Policy.

## Equality Act 2010

The [School diversity and inclusion in employment](#) sets out how we comply with The Equality Act 2010, including the requirement to not provide less favourable facilities or treatment on the grounds of any of the following 'protected characteristics', in employment or for those seeking employment. The 9 protected characteristics are:

- Age
- Disability
- Gender reassignment
- Marriage and Civil Partnerships
- Pregnancy & Maternity
- Race (which includes colour, nationality and ethnic or national origins)
- Religion or Belief
- Sex
- Sexual orientation

**Recruiting managers must familiarise themselves with the Diversity and Inclusion Policy, and to ensure that no discriminatory practices, intentional or not, take place.**

### Discrimination covers:

#### **Direct Discrimination**

This is where a person discriminates against another because of a protected characteristic.

#### **Discrimination by association**

This is direct discrimination against someone because they associate with another person who possesses a protected characteristic.

#### **Perceived discrimination**

This is direct discrimination against an individual because others think they possess a particular protected characteristic. It applies even if the person does not actually possess that characteristic.

#### **Indirect Discrimination**

This is where an action is taken that puts a person at a particular disadvantage due to a protected characteristic and the action is not a proportionate means of achieving a legitimate aim.

#### **Examples of Discrimination**

The examples below are only indicative of some of the ways we can directly or indirectly discriminate. It is not an exhaustive list.

#### Direct Discrimination

- Choosing not to offer a position to a woman because she may, in the future, choose to have a baby.
- Requiring applicants to have been born in the UK
- Requiring applicants to be of a certain faith

- Requiring applicants to be over the age of 30 without a statutory or occupational requirement.

#### Indirect Discrimination

- Requiring applicants to have 10 years unbroken service will disadvantage women more than men as more women take time away from work to raise a family. This will also disadvantage younger people. The use of occupational testing is a far more effective method of testing someone's skills and knowledge than experience.
- Insistence on British qualifications without consideration of equivalents may disadvantage those born in another country.
- Requiring the wearing of a uniform (other than for safety reasons) may indirectly discriminate certain groups due to the traditional dress of some races.
- The wording of advertisements and recruitment materials must not contain language associated with certain age groups. For example, words like 'mature' and 'dynamic' may imply certain age groups are preferred.
- Qualifications required from applicants will have to be considered and equivalents sought. For example, requiring applicants to possess GCSEs may exclude older applicants who studied when GCSEs had not been introduced.

#### Victimisation

Victimisation occurs when an employee is treated badly because they have made or supported a complaint or raised a grievance under the Equality Act; or because they are suspected of doing so, for example, refusing to appoint someone because they have successfully brought an Employment Tribunal claim against the employing organisation constitutes victimisation.

#### Occupational Requirements

As a general rule it is unlawful to specify that you require a person with particular characteristics e.g. a particular race or gender unless there is a genuine occupational requirement (GORs) for the position, and this can be objectively justified as a 'proportionate means of achieving a legitimate aim'. An example of a genuine occupational requirement is where there is a need to pursue privacy or decency, e.g. the requirement for a male care assistant whose job involves helping men dress or to use the toilet. In the event of the genuine occupational requirement rule applying, this must be stated on the advertisement and job details, and only after discussing this with the resourcing team in HR.

#### Blanket Exclusions in Advertisement

When advertising posts we must avoid requirements which may exclude people with impairments. An example of this is where an advert requires that applicants must be able to drive when it is not strictly essential for the role. If, due to the nature of impairment, a disabled job seeker is unable to drive, he/she can claim to have been excluded from applying by the advertisement even before there has been any opportunity to explore reasonable adjustments to remove that disabling barrier. In such cases the law will assume that the reason the person was not appointed was because of disability discrimination and the onus is then on the employer to show otherwise.

#### Skilled Worker Visa

The qualification criteria for a Skilled Worker visa is:

- work for an employer that has been approved by the Home Office (the council is an approved employer)
- have a 'certificate of sponsorship' from the council with information above the role that has been offered
- the job role is in the list of eligible occupations

- be paid a minimum salary of £25,600.00 per annum – this, however depends on the type of work being carried out and therefore the 'going rate' for the job

The list of eligible occupations can be found via the link below.

<https://www.gov.uk/skilled-worker-visa/your-job>

### **Sponsorship Fees**

Certificates of sponsorship are free in respect of citizens of the following countries:

Austria, Belgium, Croatia, Republic of Cyprus, Czech Republic, Denmark, Finland, France, Germany, Greece, Hungary, Iceland, Ireland, Italy, Latvia, Luxembourg, Malta, Netherlands, North Macedonia, Norway, Poland, Portugal, Slovakia, Spain, Sweden or Turkey.

For other citizens a Workers certificate is £199 whilst it is £21 for a temporary worker.

An immigration skills charge is also payable if the individual is applying for a visa from:

- outside the UK to work in the UK for 6 months or more
- inside the UK for any length of time

The fees are currently £1,000.00 for the first 12 months and £500 for each additional 12 months.

### **Public sector language requirements ('Fluency Duty')**

Part 7 of the Immigration Act 2016 requires people who work in the public sector in customer facing roles to speak fluent English. Employees, apprentices, people engaged under a contract to do work personally and agency workers are included within the scope of the provisions.

A person who works in a customer facing role is someone who, as a 'regular and intrinsic part of his or her role', is required to speak to members of the public in English.

A person speaks 'fluent English' if he or she has a command of spoken English that is sufficient to enable the effective performance of his or her role.

The Act requires us to have adequate procedures in place to enable complaints about breaches of these requirements to be made and considered. The [Code of practice on the English language requirement for public sector workers](#) provides more information on this requirement.

When determining the level of fluency required, we must take care not to apply higher standards than are necessary. If we require a job applicant to speak English to a high standard of fluency than the role requires, we may be committing an act of indirect race discrimination under s.19 of the Equality Act 2010, if the requirement cannot be justified.

### **Disabled Candidates**

Recruiting managers will implement recruitment practices which support the aim of the Recruitment Policy including considering the need to make reasonable adjustments.

The wording used within job adverts must not discriminate or be construed to be discriminating against any person or group of people. In addition the job information pack will be attached which provides

details of the **Disability Confident scheme** that LCC works to. Foundation and Voluntary Aided Schools will need to decide if they are going to participate in the **Disability Confident scheme**. The scheme is voluntary and access to all the guidance, self-assessments and resources is completely free. Further information is available on the Disability Confident website.

Disabled candidates should not be asked about the nature of their disability. If they wish to discuss adjustments to the working environment as a result of being invited to attend an interview, a candidate led discussion is acceptable.

LCC operates a guaranteed interview scheme. All applicants with a disability as defined under the Equality Act 2010 who advise us at the time of their application of their disability and who meet the minimum criteria of the post must be offered an interview. The appointment decision is based on merit. If an 'at risk' candidate applies internally, then they take priority over disabled applicants.

A candidate may ask for reasonable adjustments to be made for the interview. This is so their needs can be accommodated to enable them to attend interview and participate fully in the selection processes to be used.

## **The Recruitment Process**

### **Carrying out a robust recruitment and selection process**

By following the suite of LCC recruitment policies, the best practices and the further information in the toolkits, this will ensure that you are able:

- to recruit the best person for the job based on merit;
- enable the recruitment of employees with disabilities and make reasonable adjustments at all stages of the recruitment and selection procedure to allow a successful candidate with a disability to undertake the role;
- to ensure that managers consider the extent to which roles can lend themselves to flexible working to attract a wider pool of talent;
- to ensure that the recruitment and selection of employees is conducted in a professional, timely and responsive manner and in compliance with current employment legislation;
- treat all candidates fairly, equitably and efficiently, with respect and courtesy, aiming to ensure that the candidate experience is positive, irrespective of the outcome;
- handle all documentation relating to applicants confidentially and in accordance with data protection legislation.

### **Step 1 - Vacancy Arises**

A potential new vacancy may arise as a result of additional work, re-organisation, resignation, or confirmation of leave through maternity/adoption, long-term sickness, secondment or career break. Careful consideration should be given as to whether to fill the vacancy, or to change the nature of the role. This is an opportunity to consider whether the role could be undertaken on a flexible basis, for example, part-time, job share; and whether or not you need to alter any of the responsibilities.

### **Step 2 - Role Definition/Grading**

When hiring a new employee you should clearly define the role. You will need a clear description of the role and responsibilities and primary activities, written in simple inclusive language using the standard **job description** template (see Appendix 3).

You will also need to identify the qualifications, experience and personal attributes that are necessary to achieve the key requirements of the role and define these – this is commonly known as the Person Specification and will be used to determine your shortlisting criteria and interview questions

Before advertising your role it is necessary to know the core needs of the role, including:

- Contract type (i.e. permanent, fixed term)
- Hours required (i.e. full time, part-time)
- Flexibility (job share, part-time, suitable for home working etc.)
- Location BW Position Number
- Level of Criminal Record Check required (Refer to the **Recruitment and Vetting – Criminal Records Check Policy**)

This is a great opportunity to consider if there are changes that you wish to make to the role in terms of either the structure or content of the job. In the event that you are considering making fundamental changes you should contact your HR Advisor to discuss in case there are broader implications that would require the position to be re-evaluated through the job evaluation process (support staff roles only).

### **Step 3 – Recruitment Planning**

Managers are reminded that you must comply with all statutory requirements through the recruitment process, and include this in your planning, for example, but not exclusively, the need to carry out Right to Work Checks.

Refer to the Getting Started, and Legal Context of Recruitment areas of this toolkit for a reminder of the legal requirements.

### **Draft wording for a job advert**

As the recruiting manager you will need to draft an advert to attract the best candidates to the role. In drafting the advert, consideration should be given to where you will post the role and the type of candidates that you are looking to attract. Take time to ensure that you are using language that will not put off potential candidates and ensure that you can receive applicants from a broad pool of talent.

#### **SAFER RECRUITMENT**

Confirm whether the post requires a DBS check or an Enhanced check for Regulated Activity. All DBS checks carried out on behalf of the School are at the Enhanced level.

For those roles where an employee will undertake regulated activity an enhanced DBS check will be undertaken and will include a check to ensure that the successful candidate is not barred from working with children or adults who are in vulnerable circumstances.

Refer to the **Recruitment and Vetting Checks – Criminal Records Policy** for further information.

### **Establish an Appropriate Selection Panel**

Ahead of the role being posted it is advisable to start thinking about who should take part in the Selection Panel for shortlisting and on the interview day itself. As the recruiting manager, you will typically be the

Chair of the Panel. When considering the fellow members of the panel give consideration to the diversity of the panel, in particular, but not limited to, gender diversity.

As a minimum, at least one person on the Panel must have undergone the appropriate safeguarding training.

### **Method of Assessment**

Together with the other members of the selection panel you will need to determine the most suitable method of assessment. This will typically be an interview, but may include additional selection tools. The skills demanded by certain jobs may need to be tested by alternative or additional methods of assessment such as a presentation, technical test, or psychometric testing.

Interview questions should be prepared and agreed beforehand and should be designed to reflect the criteria in the job description, person specification and any technical/professional aspects of the role. To avoid discrimination no reference should be made to the person's personal circumstances and the same broad questions should be asked of each candidate (although it is recognised that further probing questions may need to be asked in order to follow up particular issues).

You will need to ensure that candidates are given suitable notification of the interview and/or additional methods of assessment to ensure that they have adequate time to prepare for the assessment process.

As part of the invitation to attend the interview, you should ensure that candidates are asked to advise of any reasonable adjustments that are required and where possible, take steps to ensure that these are, where possible, made in line with the individual needs.

### **Step 4 - Advertising the Role**

All jobs will be advertised internally, and where appropriate externally.

As the recruiting manager, you will need to consider the most effective and economic method for recruiting and selecting candidates, and which sources will encourage applications from a wide range of sources.

### **Step 5 - Short-listing of Candidates**

Once you start to receive the applications for the role you will need to review and identify which candidates you would like to shortlist and select for interview. If practicable you may wish to also include the members of the selection panel in this process in order that more than one person reviews the applicants. This helps to ensure that the shortlisting process is carried out objectively and consistently, comparing each application against the role requirements, as defined by the essential and desirable criteria detailed in the job description and person specification.

The outcome of the short-listing process must be based on an assessment of the relevant facts as presented in the application. It is advised that you keep a record with regard as to how you reached your decision.

## Step 6 - Assessment of Candidates

The Selection Panel should complete the interviews (or other assessments). During this process each individual makes notes of the candidates' response to questions, and how they measure against the criteria outlined in the person specification and requirements of the role.

### TIPS FOR SUCCESSFUL INTERVIEWS

Below are some tips to remember:

- ✓ Make sure you have considered the logistics and shared these with the candidate. Ensure they know where to go and what time. If there is anything that they need to prepare in advance let them know.
- ✓ Make sure as a panel you have discussed in advance the key skills and competencies that you are looking for in a candidate. You should align on the approach you are going to take and who is going to lead the interview etc.
- ✓ Consider the needs of the candidate – are there any reasonable adjustments required that were identified following their invite to interview and if so have you put these in place to ensure they can be accommodated?
- ✓ Welcome the candidate warmly. Remember they will be nervous. The more you can put them at ease the more likely it is that you will be able to get the most from them during the interview.
- ✓ Take your time to introduce yourself and the other members of the panel. Explain early on in the interview how it will proceed and if appropriate, what you are looking for. Reassure the candidate that they can ask clarifying questions if they are unsure of anything.
- ✓ When asking the candidate questions speak clearly and allow them sufficient time to reflect and think about their response. Don't let them rush to answer the question with the first thing that comes to mind.
- ✓ Don't make quick judgements. Most people make their mind up on a candidate very quickly rather than truly assessing the candidate's response against the required criteria.
- ✓ Make notes of what the candidate is saying. Try to suspend judgement until you have reviewed their responses against the defined criteria that you are assessing against.
- ✓ LISTEN CAREFULLY to what the candidate is saying. Don't worry about thinking about the next question to ask but make sure you are listening to their responses so you can ask good questions to probe and dig deeper into their answers.
- ✓ Make sure that you keep to the allocated time – have one of the panel members play the role of timekeeper so that they ensure you don't overrun, especially where you may be conducting several interviews in one day.
- ✓ Have clear notes of what to cover when closing the interview. Tell the candidates when they will expect to hear and share next steps in the process.
- ✓ Ask the same questions to all candidates so that there is a level playing field. Remember the questions should centre around the Job description and Person specification
- ✓ Even if the candidate is not suitable for the role you should ensure that they have an enjoyable experience. They may be a good candidate for a future role at the School.

On conclusion of the assessment process, the Selection Panel should discuss their assessments of each candidate aiming for consensus on the most suitable candidate for the role. Where this is not possible, you should give consideration as to whether a further assessment exercise is appropriate. The Chair of the Panel is responsible for the final decision and following interview should notify candidates of the outcome as soon as possible.

In addition to the assessment process taking place, the recruiting manager is responsible for carrying out all the relevant vetting checks at the time the candidate attends their interview. **The identity checks section** provides detail of the required checks, and what documentary evidence needs to be produced by candidates, to satisfy our vetting and checks policies, and our legal obligations.

## Step 7 – Appointments

Once the appointment decision has been agreed by the Selection Panel, the recruiting manager will contact the successful candidate to make a conditional offer of employment (see Appendix 9).

New employees will not be able to start until all the required checks are carried out.

### **Pre – Employment medical /health screening**

All new employees are offered a role subject to a pre – employment health screening check. This check is carried out confidentially by our occupational health provider, to check if the employee has any conditions or disabilities we need to make adjustments for to enable them to perform their role effectively. Health screening checks are between the potential employee and the health care provider and we, as the employer will only receive confirmation that the employee is able to perform the role with no adjustments; or that adjustments need to be made, and what these are.

### **Checking Candidates Documents at Interview**

Verification of a candidate's identity and their right to work is essential for all posts within LCC. Identity and Right to Work is verified by checking a range of appropriate documentation, details of which are contained within this section. Manager will require proof of the following prior to any candidate being offered a position and therefore, these checks need to be carried out at interview:

- the documents are genuine, original and unchanged. The documents belong to the person who has provided them
- the dates for the applicant's right to work in the UK have not expired
- photos are the same across all documents and look like the applicant
- dates of birth are the same across all documents
- the applicant has permission to do the type of work we are offering. This includes any limit on the number of hours they can work
- students must provide evidence of their study and vacation times
- if two documents give different names, the applicant has supporting documents showing why they are different. This can be a marriage certificate or divorce decree.

All documents must be Checked, Copied and Verified (Print Name, Sign and Date) by you, the recruiting manager.  
Each document should be copied and scanned individually-

### **Identity Check**

Identity is verified by checking a range of appropriate documentation. Proof will be required for name, date of birth, current address, National Insurance number and photographic identification.

If candidates are **unable** to provide photographic identification from this list, they will complete the **Identity Verification Declaration** and provide a passport sized photograph signed by a professional.

## List of Valid Identity Documents

DOCUMENT	Name	Address	Date of Birth	NI Number	Photographic ID
Passport – current or out of date	✓		✓		✓
Driving Licence (Photo card)	✓	✓	✓		✓
Biometric Residence Permit	✓				✓
Birth Certificate	✓		✓		
Driving Licence (Paper version)	✓	✓	✓		
Marriage/Civil Partnership certificate	✓				
Adoption Certificate	✓		✓		
HM Forces ID	✓		✓		✓
Firearms Licence	✓		✓		✓
Mortgage Statement*	✓	✓			
Bank or Building Society Statement**	✓	✓			
Bank or Building Society opening confirmation letter**	✓	✓			
Credit Card statement**	✓	✓			
Financial statement eg pension or endowment*	✓	✓			
Council Tax statement*	✓	✓			
Work permit or visa – valid up to expiry date*	✓				
Letter of sponsorship from future employment provider - non-UK or non EEA only	✓	✓			
Utility Bill** (not mobile telephone bill)	✓	✓			
Benefit statement eg child benefit, pension**	✓	✓		✓	
Central or local government agency or local authority document giving entitlement eg from the Department for Work & Pensions, Employment Service HMRC	✓	✓		✓	
EU National ID Card	✓		✓		✓
Cards carrying the PASS accreditation	✓		✓		✓
Letter from Headteacher or College Principal for 16-19 year olds in full time education – only if other documents cannot be provided	✓	✓			
Payslip	✓	✓		✓	
Inland Revenue Letter	✓			✓	
DWP Letter	✓			✓	
Job Centre Plus Letter	✓			✓	
HMRC Document	✓			✓	
P45 or P60	✓	✓		✓	

\* Issued in last 12 months      \*\* Issued in last 3 months

**Please note:** If a candidate provides a document which has a different name to their application, they should provide further documents to explain the reason for this. The further document could be a marriage certificate, divorce decree, a deed poll or statutory declaration.

### Right to Work in the UK - Prevention of Illegal Working

The illegal working provisions of the Immigration, Asylum and Nationality Act 2006, requires all employers in the UK to make basic document checks on every person they intend to employ. This applies to both internal and external candidates.

The documents that are acceptable for proving someone has the right to work in the UK are split into 2 lists. These lists are called List A and List B. Candidates should attempt to provide documents under List A in the first instance. If this is not possible they may have relevant documents under List B.

### List A Documents – Which show an on-going right to work

List A	
1.	A passport showing the holder, or a person named in the passport as the child of the holder, is a British citizen or a citizen of the UK and Colonies having the right of abode in the UK.
2.	A passport or national identity card showing the holder, or a person named in the passport as the child of the holder, is a national of a the Republic of Ireland.
3.	A Registration Certificate or Document Certifying Permanent Residence issued by the Home Office to a national of a European Economic Area country or Switzerland.
4.	A current Biometric Immigration Document (Biometric Residence Permit) issued by the Home Office to the holder indicating that the person named is allowed to stay indefinitely in the UK, or has no time limit on their stay in the UK.
5.	A current passport endorsed to show that the holder is exempt from immigration control, is allowed to stay indefinitely in the UK, has the right of abode in the UK, or has no time limit on their stay in the UK.
6.	A current Immigration Status Document issued by the Home Office to the holder with an endorsement indicating that the named person is allowed to stay indefinitely in the UK, or has no time limit on their stay in the UK, together with an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer.
7.	A full birth or adoption certificate issued in the UK which includes the name(s) of at least one of the holder's parents or adoptive parents, together with an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer.
8.	A birth or adoption certificate issued in the Channel Islands, the Isle of Man or Ireland, together with an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer.
9.	A certificate of registration or naturalisation as a British citizen, together with an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer.

## List B Documents - Which establish a statutory excuse for a limited period of time

### List B

#### GROUP 1 – DOCUMENTS WHERE A TIME LIMITED STATUTORY EXCUSE LASTS UNTIL THE EXPIRY DATE OF LEAVE

1. A **current** passport endorsed to show that the holder is allowed to stay in the UK and is currently allowed to do the type of work in question.
2. A **current** Biometric Immigration Document (Biometric Residence Permit) issued by the Home Office to the holder which indicates that the named person can currently stay in the UK and is allowed to do the work in question.
3. A **current** Immigration Status Document containing a photograph issued by the Home Office to the holder with a valid endorsement indicating that the named person may stay in the UK, and is allowed to do the type of work in question, **together with** an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer.

#### GROUP 2 – DOCUMENTS WHERE A TIME LIMITED STATUTORY EXCUSE LASTS FOR 6 MONTHS

1. A Certificate of Application issued by the Home Office under regulation 17(3) or 18A(2) of the Immigration (European Economic Area) Regulations 2006 to a family member of a national of a European Economic Area country or Switzerland stating that the holder is permitted to take employment which is **less than 6 months** old **together with a Positive Verification Notice** from the Home Office Employer Checking Service.
2. An Application Registration Card issued by the Home Office stating that the holder is permitted to take the employment in question, **together with a Positive Verification Notice** from the Home Office Employer Checking Service.
3. A **Positive Verification Notice** issued by the Home Office Employer Checking Service to the employer or prospective employer which indicates that the named person may stay in the UK and is permitted to do the work in question.

## Documents that are not acceptable for proving right to work

The following documents are not acceptable for proving a person has the right to work in the UK.

1. A Home Office Standard Acknowledgement Letter or Immigration Service Letter (IS96W) which states that an asylum seeker can work in the UK. If you are presented with these documents then you should advise the applicant to call us on **0151 237 6375** for information about how they can apply for an Application Registration Card
2. A National Insurance number on its own in any format
3. A driving licence issued by the Driver and Vehicle Licensing Agency
4. A bill issued by a financial institution or a utility company
5. A passport describing the holder as a British Dependent Territories Citizen which states that the holder has a connection with Gibraltar
6. A short (abbreviated) birth certificate issued in the UK which does not have details of at least one of the holder's parents
7. A licence provided by the Security Industry Authority
8. A document check by the Disclosure and Barring Service
9. A card or certificate issued by the Inland Revenue under the Construction Industry Scheme.

## DBS Document Check

If the position you are recruiting to requires a DBS check then you will have to ensure that you obtain the required documents, a total of **three** documents need to be provided. One must show the candidate's current address. If the candidate is signed up to the **Online Update Service** and their DBS is for the correct workforce then please ensure you take a copy of the candidate's DBS certificate at interview. This will allow us to check their certificate and undertake a status check.

Depending on the outcome of the status check, the candidate may still require a fresh DBS check, therefore we recommend collecting the required documents to prevent any delay in processing their appointment.

**Route 1** – The applicant must be able to show:

- one document from Group 1
- two further documents from either Group 1, or Group 2a, or 2b

The combination of documents presented must confirm the candidate's name, date of birth and address.

**Route 2** –

Route 2 can only be used if it's impossible to process the application through Route 1.

If the applicant doesn't have any of the documents in Group 1, then they must be able to show:

- one document from Group 2a
- two further documents from either Group 2a or 2b

The combination of documents presented must confirm the candidate's name, date of birth and address.

<b>GROUP 1 - Primary identity documents</b>	
<b>Document Type</b>	<b>Notes</b>
Passport	Any current and valid passport. A UK passport can be expired up to a maximum of 6 months.
e-Visa	Accessed via the 'View and Prove' service. The share code requested by the candidate should be a 'general' share code.
Biometric residence permit (UK)	A BRP showing Indefinite Leave to Remain, Indefinite Leave to Enter or No Time Limit can be used up to 18 months past the expiry date of the BRP. BRP holders should be encouraged to create an account and access their eVisa
Application Registration Card (ARC)	Issued by the Home Office. Must be checked against the Home Office Employer Checking Service.
Current driving licence Photocard (full or provisional)	Current and valid photocard driving licence issued by UK, Isle of Man, and Channel Islands. From 8 June 2015, the paper counterpart to the photocard driving licence will not be valid and will no longer be issued by DVLA
Birth certificate – issued within 12 months of birth	UK, Isle of Man, and Channel Islands - including those issued by UK authorities overseas, for example embassies, High

	Commissions and HM Forces. Must be original birth certificate. Certified copies are a group 2a document.
Adoption Certificate	UK and Channel Islands

### GROUP 2a - Trusted Government Documents

Document Type	Notes
Current driving licence photocard (full or provisional)	Current and Valid. All countries outside the UK, excluding Isle of Man & Channel Islands
Current driving licence (full or provisional) paper version (if issued March 2000)	Current and valid. UK, Isle of Man, and Channel Islands. For a paper licence to be valid it must be issued before March 2000 and all information, including name and address, must be up to date
Birth certificate issued after time of birth	UK, Isle of Man and Channel Islands
Marriage/civil partnership certificate	UK and Channel Islands
Immigration document, visa or work permit	Issued by a country outside the UK. Valid only for roles whereby the applicant is living and working outside of the UK. Visa/permit must relate to the non-UK country in which the role is based.
HM Forces ID Card	UK
Firearms licence	UK, Isle of Man and Channel Islands

### GROUP 2b - Financial and Social History Documents

Document Type	Notes	Issue Date and Validity
Mortgage statement	UK	Issued in last 12 months
Bank or building society statement	UK and Channel Islands. A print off of a bank statement that is endorsed with a stamp and signed by the bank is acceptable as well as hard copy bank statements posted to you.	Issued in last 3 months
Bank or building society statement	Countries outside the UK. Branch must be in the country where the applicant lives and works	Issued in last 3 months
Bank or building society account opening confirmation letter	UK	Issued in last 3 months
Financial statement for example pension or endowment	UK	Issued in last 12 months
P45 or P60 statement	UK and Channel Islands. Cannot be online document	Issued in last 12 months

Letter of sponsorship from future UK employment provider	Valid only for applicants residing outside of the UK at time of application	Must still be valid
Utility bill	UK - not mobile telephone bill. Cannot be printed from an online account.	Issued in last 3 months
Council Tax Statement	UK and Channel Islands.	Issued in last 12 months
Benefit statement, for example Child Benefit, pension	UK	Issued in last 3 months
Central or local government, government agency, or local council document giving entitlement, for example from the Department for Work and Pensions, the Employment Service, Local Authority	UK and Channel Islands – a letter confirming entitlement to benefits. For example: Personal Independence Payment (PIP), free school meals, universal credit, asylum support etc	Issued in last 12 months
HMRC self-assessment letters or tax demand letter	UK	Issued in last 12 months
European Health Insurance Card (EHIC) or Global Health Insurance Card (GHIC)	UK	Must Still be valid
EEA National ID card		Must Still be valid
Irish Passport Card	Cannot be used with an Irish passport	Must still be valid
Cards carrying the PASS accreditation logo	UK, Isle of Man, and Channel Islands. Digital PASS cards are acceptable where they have been issued by an approved digital PASS provider and the QR code has been used to confirm details.	Must still be valid
Letter from head teacher, college principal, apprenticeship provider	Uk - for 16 to 19 year olds in full time education - only used in exceptional circumstances if other documents cannot be provided.	Issued in the last month

## Summary Checklist

The checklist below is for the recruiting manager's reference. A document may provide evidence in more than one category.

IDENTITY	Proof
Photographic ID	
Date of Birth	
Address	

RIGHT TO WORK	Proof
See page 5 for details	

DBS (If required)	Proof
One document from Group 1 and two further documents from Group 1, 2a or 2b	1.
	2.
	3.
OR	
One document from Group 2a and two further documents from Group 2a or 2b	1.
	2.
	3.
DBS Certificate if signed up to the Online Update Service	

Qualification	Proof
See job description	

Professional Registration	Proof
See job description	

## Health Questionnaire Checklist

Could you please complete the form below for the position you are recruiting to. Select the job activities that the successful candidate will undertake as part of their new role.

This information is sent to the Councils Occupational Health provider so that it can be used to assess the successful candidate's ability to undertake the role from a health perspective.

**Job Title:** [Click here to enter text.](#)

### Job Activities

Standing	Choose an item.	Working nights	Choose an item.
Walking	Choose an item.	Working shifts	Choose an item.
Climbing/working at heights	Choose an item.	Working inside tanks or confined spaces	Choose an item.
Climbing stairs	Choose an item.	Working with dust or fumes	Choose an item.
Prolonged sitting	Choose an item.	Lifting or carrying heavy items	Choose an item.
Vocational driving	Choose an item.	Computer work/Display Screen Equipment	Choose an item.
Driving fork lift trucks	Choose an item.	Working in a target driven/pressurised environment	Choose an item.
Driving LGV or PCVs	Choose an item.	Working with or in the vicinity of children or vulnerable adults	Choose an item.
Working with chemicals (industrial or cleaning)	Choose an item.	Working as a health carer	Choose an item.
Working with biological agents or chemicals in a laboratory	Choose an item.	Occasional overseas travel	Choose an item.
Working with skin irritants/sensitisers	Choose an item.	Outside Work	Choose an item.
Working with dangerous machinery	Choose an item.	Noise hazard area	Choose an item.

Will the successful candidate be exposed to any other hazards specific to his/her role. If yes please state below

[Click here to enter text.](#)

Please submit your completed form to  
recruitment@lincolnshire.gov.uk

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## Appendix 1: Sample Exit Questionnaire

### EXIT INTERVIEW RECORD

Like many employers, the School can ask staff leaving to complete an exit questionnaire. We do this in order to better understand why people leave and, where necessary, make changes to improve the School's performance. In seeking to fill the vacancy left by your departure it will be most helpful to have your views about the post you have held. Where appropriate the job description for your post is attached.

Wherever possible your response will be used as the basis of a discussion (exit interview) with your line manager. In any event you are asked to complete the form within the next 2 working days and return it to your line manager so that your views can be incorporated into the recruitment process. If you have difficulty in completing this form your manager will offer you appropriate assistance.

If, for any reason, you do not wish to do this exercise then clearly there is no compulsion. If you would like to take part in this process, but not with your manager, he/she will arrange another person to do this with you. Alternatively you can choose to complete the questionnaire on your own and hand to your line manager.

Your response will be kept confidential for this process, but will be reviewed by the Senior Leadership Team to help inform recruitment, selection and induction processes within the School.

**Name**

**Employee Number**

**Post Title**

**Start Date**

**Date of Leaving**

**What is your main reason for leaving the School?**

Early Retirement

Normal Retirement

Pursue a different career

Compulsory Redundancy

Voluntary Redundancy

Return to attend college/university

Health reasons

Relocation

Promotional post

Personal/domestic reasons

To widen experience

End of temporary appointment/contract

Other (Please give details in box below)

Please consider the statements below and indicate with a tick whether they have been a factor in your decision to leave. Any 'Yes' answers should include a brief explanation in the 'Comments' column.

Job satisfaction in post	Yes	No	N/A	<input type="checkbox"/>
Feedback on work performance	Yes	No	N/A	<input type="checkbox"/>
Training and Development opportunities	Yes	No	N/A	<input type="checkbox"/>
Workload	Yes	No	N/A	<input type="checkbox"/>
Pay and/or benefits	Yes	No	N/A	<input type="checkbox"/>
Promotion prospects	Yes	No	N/A	<input type="checkbox"/>
Job security	Yes	No	N/A	<input type="checkbox"/>
Working conditions and facilities	Yes	No	N/A	<input type="checkbox"/>
Relationships with line manager	Yes	No	N/A	<input type="checkbox"/>
Relationships with colleagues	Yes	No	N/A	<input type="checkbox"/>

Management style

Yes

No

N/A

Staff communications

Yes

No

N/A

Workplace diversity issues

Yes

No

N/A

Work Life Balance issues

Yes

No

N/A

### The Job you are leaving

So we can ensure that the design of the job you are leaving is appropriate for the needs of the school, please answer the following:

Did the requirements of the job match those outlined in the Job Description?

Fully

Almost

Partly

Hardly

Comments

Did the job make use of the personal skills and attributes you hold as outlined in the Person Specification?

Fully

Almost

Partly

Hardly

Comments

What attracted you to apply to the school in the first instance?

- The job itself
- Career development
- Salary
- Conditions of service
- Reputation of the School
- Location

Other (Please give details in box below)

Would you work for the School again?

- Yes
- No (Please tell us why in box below)

Would you recommend the School as a good employer?

- Yes
- No (Please tell us why in box below)

Comments:

**When you joined the School**

**Were you made welcome and valued?**

- Strongly Agree
- Agree
- Neither Agree nor Disagree
- Disagree
- Strongly Disagree

**Policies and procedures were accessible to you**

- Strongly Agree
- Agree
- Neither Agree nor Disagree
- Disagree
- Strongly Disagree

**How would you rate the School induction?**

- Excellent
- Good
- Satisfactory
- Poor

**Did you find the induction process beneficial?**

Yes

No

If 'No', please tell us why

About your Personal Performance

Have you had an appraisal in the last 12 months?

Yes

No

Were objectives set and reviewed?

Yes

No

Were your training needs identified and met?

Yes

No

Did your manager continue to monitor your performance subsequent to your appraisal?

Yes

No

**About your Line Manager**

**Communicated effectively**

- Strongly Agree
- Agree
- Neither Agree nor Disagree
- Disagree
- Strongly Disagree

**Was supportive and helpful**

- Strongly Agree
- Agree
- Neither Agree nor Disagree
- Disagree
- Strongly Disagree

**Encouraged teamwork in the department**

- Strongly Agree
- Agree
- Neither Agree nor Disagree
- Disagree
- Strongly Disagree

**Promoted and supported equal opportunity and fair treatment of employees**

- Strongly Agree
- Agree
- Neither Agree nor Disagree
- Disagree

Strongly Disagree

Acknowledged when you did your job well

Strongly Agree

Agree

Neither Agree nor Disagree

Disagree

Strongly Disagree

Supported training and development

Strongly Agree

Agree

Neither Agree nor Disagree

Disagree

Strongly Disagree

Overall, my line manager does a good job

Strongly Agree

Agree

Neither Agree nor Disagree

Disagree

Strongly Disagree

Your work environment

Were you provided with adequate equipment to carry out your job?

Yes

No

If 'No', please tell us why

Did you consider that you worked in a safe environment?

Yes

No

If 'No', please tell us why

Are there any other issues you would like to raise?

Yes

No

If 'Yes', please give details

How did you complete this questionnaire?

In an Exit Interview with your Line Manager

Individually/On your own

## Appendix 2: Guidance on Completing Job Description and Person Specification Template

The purpose of the job description is to list the key duties and responsibilities of the post. It includes the person specification, the purpose of which is to define the key characteristics of the candidate who could most effectively fulfil the job role.

It is important that the job description accurately sets out the responsibilities of the role, so that appropriate candidates are attracted to apply and to help in identifying the most suitable candidates in the shortlisting and selection process.

**Please complete all fields.**

**Job Ref Number** - the number assigned to the post following job evaluation.

**Grade** - should be inserted once the post has been through the job evaluation process. There is a link in the Grade box to the current pay scale.

**Purpose of Job** – a succinct explanation of the purpose of the job in no more than a few lines.

**Team Structure** – This can be a basic Word organisation chart (as per the example) to show the peers and manager and any direct reports for this post. It should identify the name of the post that the postholder will report to.

**Main Duties** – The main duties of the post should be listed. It is not necessary to list every activity that might occur in the post. The range and activities should be identified. The duties should be described in a clear and consistent way. A maximum of 15 main duties should be included.

**Person specification** – There are 4 columns on the person specification part of the template.


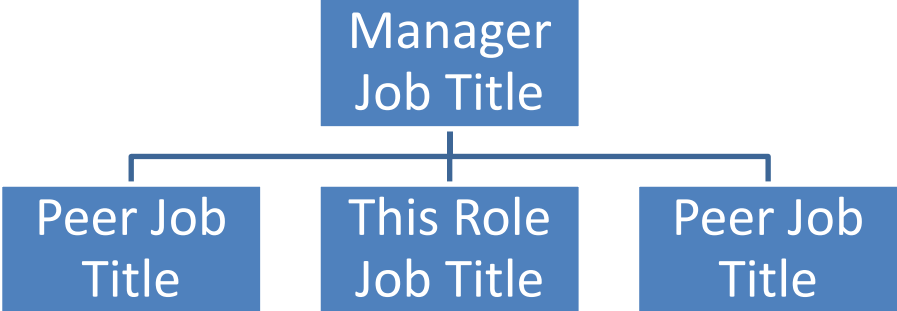
- **Requirements** – This section includes the skills, knowledge, qualifications and experience needed for the role. In addition it should include any other requirements of the role e.g. whether a DBS check is required. These should all be justifiable objective criteria.
- **Where identified** – There is a key at the bottom of the person specification identifying where the requirements will be tested. (A = application form, T = test/assessment, I = interview and P = presentation).
- **Essential** – please tick if the requirement is necessary for the job
- **Desirable** – please tick if the requirement is desirable but not essential

The requirements identified on the person specification should form the basis for shortlisting and selection.

By differentiating between Essential and Desirable requirements, this provides a solid basis for shortlisting, in that any applicant who lacks any of the essential criteria can legitimately be rejected, whilst the desirable criteria can be applied at a later stage in the recruitment process to choose between two or more candidates all of whom meet the necessary criteria. Where a particular criterion is described as desirable, but not essential, candidates who lack that criterion should not be automatically excluded from consideration for the job.

The person specification should include the essential requirements for the job and be reasonable in relation to the level of post as, if you make it overly prescriptive, it may make it difficult to find someone who meets all of the essential criteria.

**Appendix 3: Job Description & Person Specification Template**

	
<b>JOB DESCRIPTION &amp; PERSON SPECIFICATION</b>	
<b>Director Area:</b>	<b>Job Ref Number:</b>
<b>Service Area:</b>	<b>Grade:</b> (click <a href="#">here</a> for value)
<b>Job Title:</b>	
<b>PURPOSE OF JOB:</b>	
<b>TEAM STRUCTURE:</b>	
 <pre> graph TD     Manager[Manager Job Title] --- Peer1[Peer Job Title]     Manager --- ThisRole[This Role Job Title]     Manager --- Peer2[Peer Job Title]             </pre>	
<b>MAIN DUTIES:</b>	
1	
2	
3	
4	
5	
6	
7	
8	
9	
10	
11	
12	
13	
14	
15	



## Appendix 4: Recruitment Privacy Notice

<School Name>

### Recruitment Privacy Notice

#### About Us

<School name> is known as the "Controller" of the personal data you provide to us.

The purpose of this privacy notice is to tell you how and why we use the information we gather about you when you apply to work with us.

#### Why do we collect your personal data?

It is necessary for us to collect and process personal data about you in order to assess your eligibility to work with us and to make a decision about your recruitment and employment. More specifically, this will include but is not limited to the following:

- Assessing your skills, qualifications and suitability for a role within the school
- Carrying out background and reference checks, where applicable
- Communicating with you about the recruitment process
- Maintaining records relating to the recruitment process
- To comply with legal or regulatory requirements e.g. Safer Recruitment

We will not collect any personal data that we do not need and as far as is reasonable and practicable will ensure that the information recorded is accurate and kept up to date.

#### What personal data do we collect?

The personal data we will collect includes:

- Personal contact details such as name, address, telephone number and email address
- Date of Birth
- National Insurance Number
- Employment history
- Qualifications and other academic achievements
- Contact information for the provision of references
- Identification documents
- Results of psychometric testing, where applicable.

We will also collect and use the following "special categories" of more sensitive personal data:

- Information about your race, ethnicity, religious beliefs, sexual orientation and political opinions
- Trade union membership
- Information about your physical and mental health, including any medical conditions.
- Information about criminal convictions and offences, including information from the Disclosure and Barring Service.

#### Who do we get your personal data from?

This information is collected in the following ways:

- Provided to us directly by you through the application form and at interview
- From your named referees

### **Who do we share your data with?**

We will only share information when it is necessary to do so for the purpose of recruitment and in accordance with the law. Where necessary, we will share your data with organisations that deliver services on behalf of the school.

Where necessary we will share your personal data with the following categories of recipients:

- Disclosure and Barring Service
- Occupational Health Provider
- Previous employers and other individuals identified as capable of giving a reference
- Professional advisors and consultants involved in the recruitment exercise

### **How long do we keep your data for?**

We are required to retain your personal data only for as long as is necessary, after which it will be securely destroyed in line with the school's retention policy.

Retention periods can vary and will depend on various criteria including the purpose of processing, regulatory and legal requirements, and internal organisational need.

Retention periods for recruitment data are: <insert your retention period>

### **How do we keep your data safe?**

We have an information security policy which sets out how we aim to keep your personal data secure. The policy can be found <insert link or details of how to access the school's information security policy>

Access to information is strictly controlled based on the role of the professional.

All staff are required to undertake regular data protection training.

Your personal data is not processed outside of the EU by the school. <only to be included if this is true for your school>

Add/delete statements as necessary

### **Your Rights**

You have a number of rights which relate to your personal data.

You are entitled to request access to any personal data we hold about you and you can also request a copy.

You can also request that we correct any personal data we hold about you that you believe is inaccurate;

You can request that we erase your personal data and request that we stop processing all or some of the personal data we hold.

We are obliged to consider and respond to any such request within one calendar month.

To exercise any of your rights please contact the schools Data Protection Officer, contact details below.

### **Further Information**

If you wish to make a request or make a complaint about how we have handled your personal data please contact:

- Data Protection Officer at <insert name and contact details.>
- Add additional contact email addresses as appropriate e.g. school admin office

Alternatively, you can contact the school by writing to:

<name and postal address>

If you are not satisfied with our response or believe we are not processing your personal data in accordance with the law you can complain to the Information Commissioner's Office (ICO)  
[www.ico.org.uk](http://www.ico.org.uk)

## Appendix 5: Sample Reference Request Letter

Dear

APPOINTMENT OF:  
LOCATION:  
INTERVIEW DATE:  
NAME AND ADDRESS:  
PREVIOUS NAME(S):

The above mentioned applicant has given your name as a referee.

We would appreciate your opinion as to the candidate's suitability for this post and, to assist you with this task, copies of the Job Description and the Person Specification are enclosed.

Wherever possible, please use headed notepaper for your reply. It would also be helpful if your comments could be made under the headings outlined on the attached sheet. If the headings are not appropriate because, for example, you do not know the candidate in a work setting, then a general reference will be acceptable. Any information you give may be shared with the candidate.

Your reply, which would be appreciated before the interview date, **should be returned to:**

In the interests of economy, no acknowledgement will be made of the receipt of your reference, and therefore, I wish to thank you in advance for your co-operation in this matter.

Yours sincerely

Head Teacher/ Chair of Governors.

Encl. Guidance note for Referees

## Guidance note for Referees:

Referees have a responsibility to ensure that the reference is accurate and does not contain any material misstatement or omission and you are reminded that any relevant factual content of the reference may be discussed with the applicant.

1. Please indicate in what capacity and over what period of time you have known this candidate.
2. Are you satisfied that the candidate has the ability and is suitable to undertake the job in question? Please set out the candidate's actual responsibilities and performance in his/her current job.
3. Please set out the areas of relative strengths and weaknesses, including whether you have ever had cause for disquiet about this person's behaviour/judgement and the circumstances.

**NB:** If you receive a reference request for a member of staff, please remember that for teachers, there is a statutory duty for current employers to provide details of any formal capability procedures involving the individual in the previous 2 years, and the reasons for this.

This does not apply if an individual has been supported informally outside of the schools capability policy.

4. Are you satisfied that the candidate is suitable to work with children, and, if not, please provide specific details of your concerns and the reasons you believe the candidate may be unsuitable.
5. Any other comments – please feel free to make any other comments regarding the candidate's knowledge, experience and suitability for appointment based on the enclosed job description and person specification.

**If you are the candidates current employer, or a previous employer in work with children please provide information on the following areas:**

6. Confirmation of the candidate's current post and salary.
7. Details of any disciplinary procedures the candidate has been subject to in which the disciplinary sanction is current.
8. Details of any disciplinary procedures the candidate has been subject to involving issues related to the safety and welfare of children or young people, including any in which the disciplinary sanction has expired, and the outcome of those.
9. Details of any allegations or concerns that have been raised about the candidate that relate to the safety and welfare of children or young people or behaviour towards children or young people, and the outcome of those concerns, eg. Whether the allegation or concern was investigated, the conclusion reached, and how the matter was resolved.
10. If the candidate has already left or has indicated an intention to leave your employment please indicate the date of leaving and the reason.

**If you are providing a reference for a post that is part of the leadership team in a School, please provide information on these additional areas:**

1. Details on the applicant's working relationships with other people, e.g. colleagues, children, vulnerable adults, general public. Please include details of experience in successfully developing teams.
2. Details on the applicant's abilities related to financial management.

## Appendix 6: DBS Risk Assessment Template

Employees starting work before an Enhanced DBS Certificate is completed  
 (All other recruitment checks must be completed before submitting this form for final sign off).

Name of Manager/Headteacher.....

Full Name of Applicant.....

Position Applied For.....

Director/Service Area.....

	Question	Comment	
1	Have all relevant pre-employment checks been completed: <ul style="list-style-type: none"> <li>• DCCR (Residential)</li> <li>• Mandatory registrations. e.g. QTS etc.</li> <li>• Candidate Interview notes.</li> <li>• References checked and verified.</li> <li>• Application form checked. (Signed &amp; Dated by applicant)</li> <li>• Job Description.</li> <li>• Evidence of Professional Qualifications.</li> <li>• References</li> <li>• Right to work in UK documentation.</li> <li>• Proof of Identity.</li> <li>• Medical Clearance.</li> <li>• Starter Form.</li> <li>• Bank &amp; Personal Details Form.</li> <li>• Candidate Interview Assessment Form.</li> </ul>	Yes	No
2	Has the Recruitment team confirmed they have received all the required above paperwork?	Yes	No
3	Has the Disclosure team confirmed a DBS application has been received?	<b>Yes</b>	No
4	Is this post in Regulated Activity ( <a href="#">Appendix A</a> ) and therefore eligible for a check of the Barred List(s)?	Yes	No

If the answer is yes to all the above and there is an imminent start date, please contact the DBS Team to request the check(s) of the appropriate barred list(s).

### Childrens – Adults – Children & Adults

The Disclosure Team will make the application, and email evidence of the result, if there are no matching records you should attach this to the Risk Assessment for final sign off.

	Question	Comment		
5	Has the relevant barred list check(s) been undertaken:	Childrens	<b>Yes</b>	N/a
		Adults	Yes	<b>N/a</b>
6	Is the applicant barred from working with Children/Adults	Yes	<b>No</b>	N/a
7	What level of and how much supervision is available to the applicant from an appropriately qualified/experienced member of staff?			

- 8 Can any safeguards be implemented to reduce/remove risk.  
*e.g. Induction only / No unsupervised access.*
- 9 Has the applicant advised of any disclosures that the DBS check will show? If so, what is the impact of these? Yes No  
(Please see Appendix 5: Cause for Concern Risk Assessment Pro forma.)
- 10 Any questions/additional comments by the applicant? Yes No

Declaration by applicant:

I understand that if I am allowed to start work before my enhanced DBS check is returned it is subject to the information I have supplied and this should be complete and correct. False information, or failure to supply the details required could lead to termination of employment.

Signature.....Date.....

Additional comments from the Manager/Headteacher.

Signature.....Date.....

Outcome of Risk Assessment (delete as appropriate):

Allow employee to begin prior to the returned completed DBS Certificate. Yes No

Please state (if applicable) whether approval is dependent upon conditions being met, such as recommendations, restrictions or safeguards to be implemented by the employing service: Yes No

Name of Authorising Officer.....

Officers Signature.....

I have considered the content of this Risk Assessment and give approval for the applicant to start in position, with the safeguards set out above put in place, prior to the return of an Enhanced DBS check.

Name of Head/Chair of Governors.....

Signature.....Date.....

## Appendix 7: Cause for Concern Risk Assessment Proforma

Please complete this form fully and discuss with an HR Provider, as it will form the basis of a decision to appoint/not to appoint someone into a position where adverse disclosures have been identified on a returned DBS check.

Name of Head Teacher .....

Name of Applicant.....

Name of Senior HR Advisor .....

Position Applied For .....

School .....

Date of Risk Assessment.....

Questions	Comments
Does the applicant meet all the essential criteria for the post in terms of skills, knowledge, experience and ability?	
Does the applicant agree that the information detailed on the DBS certificate is correct?  In the event of a challenge from the applicant the matter needs referring to the disputes team at the DBS.	
The country in which the offence was committed e.g. some activities are offences in Scotland and not in England and/or Wales and vice versa.  Whether the offence has since been decriminalised by Parliament.	
What was the nature of the crime, when did the relevant offence(s) occur e.g. less/more than two years ago, what were the circumstances involved and what was the sentence?	
Do the matters disclosed form any pattern? Was the offence a one-off, or part of a history of offending e.g. is the offence likely to re-occur?	

Questions	Comments
What is the seriousness of the offence(s) and relevance to the safety of other employees, customers, service users and property?	
Are there any assessments and reports from those agencies involved in the applicant's process of rehabilitation e.g. probation service, specialists working in prison, other agencies?	
Are the type and/or nature of the offence(s) directly relevant to the post?	
What is the nature of the contact the applicant will have with children/adults/the public and how vulnerable are they? If working with adults, will the applicant have access to finances or to items of value?	
Was the relevant offence committed at work (either paid or unpaid work)? Does the job present any opportunities for the applicant to re-offend in the place of work?	
Did the applicant declare the matters on the DBS disclosure application form and/or the LCC application form?	
Are there any mitigating circumstances e.g. any relevant information offered by the applicant about the circumstances that led to the offence being committed e.g. the influence of domestic or financial difficulties?	
Has the applicant's circumstances changed since the offence was committed, making re-offending less likely (e.g. improved personal circumstances, drug addiction therapy etc.). Can the applicant demonstrate any efforts not to re-offend? i.e. rehabilitation course	
Would the applicant do anything differently now - has their motivation changed? Does the individual regret the matter (degree of remorse) and what is their attitude towards the matters now?	

Questions	Comments
What level of and how much supervision is available to the applicant?	
Can any safeguards be implemented to reduce/remove any risk e.g. no unsupervised contact?	
Any questions/additional comments from the applicant?	

Declaration by applicant and any additional comments in support of their employment

I understand that any offer of employment will be subject to the information I have supplied and that this is complete and correct. False information, or a failure to supply the details required could make an offer of employment invalid or lead to termination of employment. I understand that this proforma will be held securely for 25 years from the date of the assessment if appointed/6 months if not appointed. It will only be accessed if a) Regulatory/enforcement organisations ask for clarification on this recruitment decision, or b) any allegations are made against me during the course of my employment with the Council, where an investigation would require access to this data. It will be destroyed.

I consent to the above:

Signature: ..... Date.....

Name: .....

Additional comments

Signature: ..... Date: .....

Outcome of Risk Assessment (delete as appropriate):

Continue with offer of employment/withdraw offer of employment

Please state (if applicable) whether approval is dependent upon conditions being met, such as recommendations, restrictions, safeguards to be implemented by the employing school

Name of Head Teacher .....

Signature of Head Teacher: .....

## Appendix 8: Childcare Disqualification Self Declaration

**Disqualification Declaration - CONFIDENTIAL**

<b>Name</b>		<b>Post</b>	
-------------	--	-------------	--

Please circle one answer for each question

**Section 1 – Orders or other restrictions**

Have any orders or other determinations related to childcare been made in respect of you?	YES / NO
Have any orders or other determinations related to childcare been made in respect of a child in your care?	YES / NO
Have any orders or other determinations been made which prevents you from being registered in relation to child care, children’s homes or fostering?	YES / NO
Are there any other relevant orders, restrictions or prohibitions in respect of you as set out in the Schedule 1 of the Regulations? Available at the link below: <a href="http://www.legislation.gov.uk/uksi/2009/1547/schedule/1/made">http://www.legislation.gov.uk/uksi/2009/1547/schedule/1/made</a>	YES / NO
Are you barred from working with Children by the Disclosure and Barring Service (DBS)?	YES / NO
Are you prohibited from teaching by the National College for Teaching & Leadership (NCTL)?	YES / NO

**Section 2 – Specified and Statutory Offences**

Have you ever been cautioned, reprimanded, given a warning for or convicted of:	
☐☐ Any offence against or involving a child? (A child is a person under the age of 18)	YES / NO
☐☐ Any violent or sexual offence against an adult?	YES / NO
☐☐ Any offence under the Sexual Offences Act?	YES / NO
• Any other relevant offence?	YES / NO

<p>Further information available at the links below:</p> <p><a href="http://www.legislation.gov.uk/uksi/2009/1547/schedule/2/made">http://www.legislation.gov.uk/uksi/2009/1547/schedule/2/made</a></p> <p><a href="http://www.legislation.gov.uk/uksi/2009/1547/schedule/3/made">http://www.legislation.gov.uk/uksi/2009/1547/schedule/3/made</a></p>	
<p>Have you ever been cautioned, reprimanded, given a warning for or convicted of any similar offence in another country?</p>	<p>YES / NO</p>
<p><b>Section 3 – Provision of Information</b></p>	
<p>If you have answered YES to any of the questions above you should provide. You may supply this information separately if you so wish, but you must do so without delay.</p>	<p>YES / NO</p>
<p>Details of the order, restriction, conviction, caution etc. including dates and relevant court(s) body(ies) (give details below)</p>	
<p>You must also provide a copy of the relevant order, caution, conviction etc. In relation to cautions/convictions a DBS Certificate may be provided.</p>	
<p><b>Section 4 – Declaration</b></p>	
<p>In signing this form, I confirm that the information provided is true to the best of my knowledge and that:</p>	
<ul style="list-style-type: none"> <li>● I understand my responsibilities to safeguard children.</li> </ul>	
<ul style="list-style-type: none"> <li>● I understand that I must notify my employer immediately of anything now or in the future that affects, or might affect, my suitability to work in this establishment, including any cautions, warnings, convictions, orders or other determinations made that would render me disqualified from working with children under the Childcare (Disqualification) Regulations 2009, replacement or similar legislation. Failure to notify will be a serious matter, considered as gross misconduct under the Disciplinary processes and could result in summary dismissal.</li> </ul>	
<p><b>Signed:</b></p>	<p><b>Date:</b></p>
<p><b>Print Full Name:</b></p>	

## Appendix 9: Sample Offer Letters

Dear

**Conditional Offer for the position of <Job Title>**

We are delighted to make you a conditional offer of employment to the above post. The details of your offer are listed below:

### (Support Staff)

- Starting salary:
- Grade:
- Spinal Column Point:
- Contract Type:
- Hours per week:
- Working weeks:
- Location:
- Line Manager:

### (Teaching Staff)

- Starting salary:
- Payscale:
- Point:
- Contract Type:
- Hours per week:
- Location:
- Line Manager:

This is a conditional offer of employment which is conditional subject to the satisfactory completion of your pre-employment checks. Should the pre-employment checks be unsatisfactory, the school reserves the right to withdraw the offer of employment.

Your start date will be agreed once all pre-employment checks have been satisfactorily completed.

Once all pre-employment checks are complete and satisfactory, we will send you confirmation that the above matters have been satisfactorily concluded.

Please note that where an employee is due to start in post between/on/after the 15<sup>th</sup> and the end of a month, the first pay date will be the 23<sup>rd</sup> of the following month.

In the meantime, please do not hesitate to contact me if you have any queries.

Yours sincerely

[Name]

[Job Title]

Dear

**Final Offer**

Your pre-employment checks have now been completed and we are delighted to confirm your appointment to the role of <job title>. Please see your starting details below:

**Start Date:**

**Start Time:**

**On arrival please ask for:**

A formal contract of employment and a full statement of your Terms and Conditions of Employment will follow.

Please note that where an employee is due to start in post between/on/after the 15<sup>th</sup> and the end of a month, the first pay date will be the 23<sup>rd</sup> of the following month.

*(Insert the following for Support staff only in Community/Controlled Schools and where the employee is new to the employment of Lincolnshire County Council)*

All new employees to the School are subject to a four month probation period before their appointment is confirmed unless otherwise stated. Probation periods give the school the opportunity to assess a new employee's suitability in the role they have been appointed to and for the employee to demonstrate their ability to effectively perform their duties, have the opportunity to become familiar with the main duties and tasks of their post and demonstrate the standard of performance, attendance and conduct expected of them. During your probation period, we will meet between 1 and 4 months to formally review your progress.

We wish you every success in your new role. If you have any questions please do not hesitate to contact me.

Kind regards

[Name]

[Job Title]

## Appendix 10: Personnel File Checklist for Safer Recruitment

The following is a checklist of documents to be placed on the new employee's personal file once the recruitment process has been completed.

Lincolnshire County Council (via HR Admin) does not require copies of the any documents listed below other than:

- Evidence of Right to work in the UK (unless an existing member of staff)
- Bank and Personal Details Form (unless an existing member of staff)

<b>Employee Name</b>	
<b>If currently working at an LCC school– Employee Number and continuous Service Date</b>	
<b>Position Title</b>	
<b>School</b>	
<b>Aggregate Service (Teachers Only)</b> For sickness entitlement, insert total aggregated local authority service. Do not include any academy service.	

The following documents should be held in school on employee's personnel file. The boxes next to each are for the school to make necessary notes or add dates as required.

Documentation	Comments/notes/dates
<b>Enhanced DBS</b>	
DBS - No Barred List	
DBS – Children's Barred List	
DBS – Children's and Adults Barred List (Special School's Only)	
If there are exceptional circumstances where the individual starts work in regulated activity prior to the DBS certificate being received you <b>must</b> undertake a DBS risk assessment.	
<b>DBS Risk Assessment</b>	
<b>Mandatory Professional Registrations</b> e.g., QTS etc.	
<b>Evidence of qualifications</b> – Requirement for those posts where a professional qualification is essential	
<b>LCC Application Form</b> signed and dated by applicant	
<b>References</b> Internal appointment x 1 External appointment minimum 2	

Work/academic/character	
<b>Proof of Identity</b> Evidence of name, Photo ID, Date of birth, Current address and proof of national insurance number Copies signed and dated as having seen the originals	
<b>Evidence of Right to work in the UK</b>  RTW documents should be in an individual's current name. If the individual's name has changed please include paperwork showing link between current name and name on RTW	
<b>Medical clearance</b> – pre-employment	
<b>Disqualification from Caring for Children (DCCR) Form</b> Where applicable	
<b>Prohibition Order Check</b> Where applicable an individual school would carry out direct through Teacher Services at the link below <a href="http://www.gov.uk">Teacher status checks: information for employers - GOV.UK (www.gov.uk)</a>	
<b>Individuals who have lived or worked outside the UK</b> - appropriate checks e.g. statement of good conduct	
<b>Interview record</b> and details of any gaps/anomalies discussed at interview, including any further information provided.	
<b>Interview record</b> and details of any gaps/anomalies discussed at interview, including any further information provided.	

I confirm that the above-named employee has been appointed in accordance with the KCSIE guidance.

I enclose the following documentation:

- Evidence of Right to work in the UK
- Bank and Personal Details Form

Signed \_\_\_\_\_ (Headteacher/Chair of Governors)

Date \_\_\_\_\_

A copy of this signed form with the necessary other documentation should be e-mailed to:

[HRSchoolsTeam@lincolnshire.gov.uk](mailto:HRSchoolsTeam@lincolnshire.gov.uk)

## **Appendix 11: Historical Personnel Files Pre-Employment Checks Required**

For employees with continuous service at your school dating back, the following pre-employment checks should have been carried out and be held on their personnel file.

**The personnel file for staff employed between the 1st April 2002 – 30th April 2006 should contain:**

- References – 2 for external candidates/1 for internal candidates
- Medical Clearance
- Application Form
- Evidence that original academic and vocational qualifications have been checked
- Professional Registration e.g. SRA (Solicitors Regulatory Authority)
- Evidence of the DBS disclosure and date (if applicable)
- Disqualification from caring for Children (DCCR) Form (Only required for posts in regulated services or posts that involve caring for children eg day nurseries, pre-schools, child-minding etc.)

**The personnel file for staff employed between the 1st April 1987 – 31st March 2002 should contain:**

- References – 2 for external candidates/1for internal candidates
- Medical Clearance
- Application Form
- Evidence that original academic and vocational qualifications have been checked
- Evidence of the Police check (where applicable)
- List 99 check (where applicable)

**The personnel file for staff employed before the 31st March 1987 should contain:**

- References – 2 for external candidates/ 1 for internal candidates
- Medical Clearance
- Application Form
- Evidence that original academic and vocational qualifications have been checked
- List 99 check

All personnel files are stored securely.

## Appendix 12A: Single Central Record



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## APPENDIX 12B: Single Central Record Guidance Notes



Single Central  
Record Guidance No

## Single Central Record Guidance Notes (with additional requirements for academies in red)

### General Note

- The record will include all employees, regular volunteers and visiting staff such as supply teachers, peripatetic music teachers, and some contractors. It will not include visitors coming into school for staff meetings or occasional professionals such as theatre groups, unless they fall into the definition of frequent or intensive categories. Frequent - anyone in school more than one day a week. Intensive – where an activity takes place on 4 days or more in any month, or unsupervised contact or any overnight activity.
- All boxes must be completed. If a particular check is not required, choose no or put n/a.
- The name and position of the verifier should be recorded as this will help with the tracking of information provided, if required. This can be included under each check or at the end of the record if the verifier is the same for each entry.
- All entries should be dated.
- The date in the column is the date the school saw the original paper version of the DBS certificate, not the date of the electronic snapshot.
- The date in the barred list column will be the date the paper certificate was presented to the school, unless there was a reason for the barred list check to be done as a stand-alone in which case it will be the date the school completed that check via the Teachers' Services website.
- The date in prohibited list / GTCE sanctions and Section 128 columns is the date the school went online and checked the Teachers' Services website.
- Please contact your HR advisor if you require any further assistance.

### Note 1 – Identity Checks

- The check should confirm name, address, and a photographic form of identity (e.g., passport, driving licence) must be seen.
- The type of ID seen should be recorded.
- The name and position of the verifier can be entered here or at the end of the line if verifier is same for each check.

### Note 2 – Position Held

- Checks carried out on staff can vary according to the time they joined the school and the position they hold therefore it is important that this section is completed for all staff in order to provide evidence of checks that have or have not been carried out.
- Staff who change roles should be re- entered onto the SCR, changing the 'date started with school in current role'. The member of staff should be removed in the role they are leaving. If they are adding a role, which requires further checks, they can be entered twice on the record.

### Note 3- Professional Qualifications

Where a qualification is a requirement of the post, it must be checked and confirmed as a part of the record, this includes QTS, NPQH and registration as a teacher with the DfE.

If a professional qualification is required, record the qualification required.

### Note 4 – Prohibition check

It is a statutory requirement (from 1/9/2013), to check on appointment, that a teacher or Higher-Level Teaching Assistant (HLTA) is not prohibited from teaching. Checks for all prohibitions, sanctions and restrictions described at paragraphs 266-267 of Keeping Children Safe in Education can be carried out by logging onto the Secure Access/DfE Sign-in Portal via the [Teacher Services' web page](#). Secure Access/DfE Sign-in is a free service available to all schools and colleges. Registration is required for first time users and can be requested from [Sign in - Check a teacher's record \(education.gov.uk\)](#). Schools can undertake a check using the individual's family name and Date of birth.

Schools used to use the EEA list to check if anyone had been prohibited in other countries however now we are no longer in the EU, this service is not accessible (for the period when this was accessible a record of the check being completed should be visible in the Single Central Record. Columns have been provided for this). None the less, schools should do what they can to check if a teacher is prohibited in another country (see note 7 for further guidance).

### Note 5 – Children's Barred List Check

A Children's Barred List check (formerly List 99) must be undertaken on all staff working in regulated activity. A barred list can be requested at the same time as an enhanced DBS (formerly CRB) by ticking the relevant box on the application form. People in regulated activity must NOT be permitted to commence in post before the barred list has been checked, even if you are allowing them to start pending their enhanced DBS certificate. It is unlawful to check the barred list if the individual is not in regulated activity.

Volunteers and Governors do not need a barred list check unless they are carrying out regulated unsupervised activities.

## Appendix 13: Pension Re-Enrolment

As part of our obligations under re-enrolment legislation employees may have been enrolled into a pension scheme and if this is the case they will see a pension contribution deduction on their payslip. The individual should also get a letter to confirm if this has occurred and what they need to do if they do not wish to remain in the scheme.

It is the responsibility of the school to ensure that any such letters are provided to the employee; please contact your Senior HR Advisor / HR Provider for template letters for you to use.

Every 3 years we are required under the law to undertake re-enrolment as part of the Governments initiative on Pensions Re-enrolment. In effect, this aims to get more people paying into a workplace pension scheme although within LCC, we contractually enrol all new starters into one of our workplace pension schemes as part of the overall benefits package. When the re-enrolment takes place, this will only affect those that have opted out of the pension scheme and meet the Governments criteria for auto enrolment.

## Appendix 14: Induction Checklist

The following checklists are designed for guidance and cover the minimum information necessary on an induction programme. Schools may wish to build upon these to deliver their own tailored local area induction programmes.

### PRIOR TO ARRIVAL

Employee's Name	Date
Ensure access card, essential IT passwords and user IDs will be available for the employee's first day	

### DAY ONE – BASIC INDUCTION

Employee's Name	
Welcome	
Introductions to supervisor/mentor, line manager and colleagues	
Familiarisation with work area including access and parking	
Ensure Notification of Appointment Form has been submitted on BW	
Bank Credit – ensure details are/have been passed to Payroll	
Collect P45 or ensure P46 is/has been passed to Payroll	
Job Outline	
Hours of work/flexible working arrangements – where applicable	
Personal Support Passport – where applicable	
Safeguarding/Child Protection Policy	
Code of Conduct	
Confidentiality and Computer Security	
Internet and Email policies	
Personal Belongings/Insurance	

Employee's Name	
Telephones / Photocopying	
Safety, health and hygiene requirements specific to the school	
First Aid and Emergency Policy and arrangements	
Fire procedures	
Smoking Policy	

These items have been explained to me and I confirm that I am satisfied and understand them.

I confirm that I have received a copy of the School's Code of Conduct.

Employee's signature:

I have explained the items and carried out any appropriate checks listed and ensured that the employee has been given a copy of the School's Code of Conduct.

Signed:

Head Teacher / Line Manager

## Appendix 15 Recruitment Checklist

RETAIN ALL CANDIDATE INTERVIEW ASSESSMENT FORMS WHICH SHOULD BE STORED SECURELY FOR FIVE MONTHS BEFORE CONFIDENTIALLY SHREDDING.

Recruitment and Selection to the post of \_\_\_\_\_

Appointing Officer \_\_\_\_\_

Date \_\_\_\_\_

Tasks to be completed for all recruitment and selection activity in School	Notes	Documents to be retained for personal file	Sign	Date
<p><b>JOB DESCRIPTION &amp; PERSON SPECIFICATION</b></p> <p>Create/Update Job description</p> <p>Ensure there is a reference in job description to the responsibility to safeguard and promote the welfare of children and young people.</p> <p>Create/Update Person Specification</p> <p>Specific reference in person specification to suitability to work with children and young people. Include a “safeguarding children” statement.</p>				
<p><b>PRIOR TO ADVERTISING A VACANCY</b></p>				

Tasks to be completed for all recruitment and selection activity in School	Notes	Documents to be retained for personal file	Sign	Date
Ensure at least one member of the panel has undertaken Safer Recruitment training.				
<p><b>JOB ADVERT</b></p> <p>Prepare and place the Job Advert</p> <p>Advert to include the school's safeguarding statement, requirement for enhanced DBS and Barred List check, the fluency duty wording for public facing roles.</p>				
<p><b>SHORTLISTING</b></p> <p>Applications scrutinised – any discrepancies/ anomalies /gaps in employment noted to explore if candidate is shortlisted.</p> <p>If it is suspected artificial intelligence (AI) tools have been accessed to complete application then they could be removed from the recruitment process.</p> <p>Application forms shortlisted using attributes from person specification.</p>		Application Form		
<p><b>REFERENCES</b></p> <p>Send for references using the standard template.</p> <p>Read references as they are received (<b>before interview</b>) and contact referee if there areas any areas of concern.</p> <p>If a candidate has worked with children/vulnerable adults in a previous role, one referee should be able to make reference to their work.</p>		References and any notes / emails where follow up contact with the referee has been made.		

Tasks to be completed for all recruitment and selection activity in School	Notes	Documents to be retained for personal file	Sign	Date
References should be on headed paper and contain a signature, date and job title.				
<p><b>INVITATION TO INTERVIEW</b></p> <p>Send out invitation to interview.</p>				
<p><b>THE SELECTION PROCESS</b></p> <p>Decide upon appropriate selection methods to be used.</p> <p>Agree interview questions with the panel</p> <p>Must include a face-to-face interview as part of the selection process. Discuss applicant's suitability for work with children as well as for the post.</p> <p>Gaps/discrepancies/anomalies in information/ references identified before interview to be investigated with the candidate at interview.</p> <p>Conduct interview (or other assessment method) and keep notes made.</p>		Notes from interview		
<p><b>CHECKS DURING THE SELECTION PROCESS</b></p> <ul style="list-style-type: none"> <li>✓ Identity</li> <li>✓ DBS and Barred List Check</li> <li>✓ Medical Clearance</li> <li>✓ Right to work in the UK</li> <li>✓ Childcare disqualification declaration (if required)</li> <li>✓ Essential Qualifications</li> <li>✓ Prohibition order check for those carrying out teaching work</li> <li>✓ Statement of Good Conduct (if required)</li> </ul>		<p>Identity check</p> <p>Right to work in the UK documentation</p> <p>Childcare disqualification self- declaration form</p> <p>Essential Qualifications</p>		

Tasks to be completed for all recruitment and selection activity in School	Notes	Documents to be retained for personal file	Sign	Date
<p>✓ Conflict of interest checked</p> <p>Photocopies of documents taken, dated, signed and stored securely.</p>		<p>Prohibition order</p> <p>Interview notes confirming conflict of interest was checked</p>		
<p><b>UNSUCCESSFUL CANDIDATES</b></p> <p>Send appropriate letter</p>				
<p><b>DECISION TO APPOINT</b></p> <p>Ensure obtained all necessary employment checks and references have been received (if not already obtained and scrutinised previously).</p> <p>Send provisional offer letter. Ensure DBS application form is sent with provisional offer letter (if required).</p> <p>Send formal letter of employment once all pre-employment checks complete (including medical clearance received).</p>		<p>Report on fitness to work assessment</p>		
<p><b>PROCESSING THE APPOINTMENT</b></p> <p>Complete any new starter form and return to payroll provider.</p> <p>If the DBS check has not been returned by the start date undertake a Risk Assessment before the employee starts in post.</p>		<p>CRB or risk assessment</p>		

This information should only be requested from applicants who have been shortlisted. The information should not be requested in the application form to decide who should be shortlisted.

**CRIMINAL CONVICTIONS**

The 1997 Police Act allows employers to obtain information about people who are being considered for appointment to positions involving work with children.

The post you are applying for is subject to an enhanced disclosure and you are required to declare any spent or unspent convictions, either in the UK or abroad, including cautions, reprimands or final warnings that are not "protected" as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013) by SI 2013.

You must also inform us if you are on List 99, disqualified from working with children, or have any active restriction which would prevent you taking up this post.

Criminal records will only be taken into account for recruitment purposes when the conviction is relevant. Having an "unspent" conviction will not necessarily bar you from employment. This will depend on the circumstances and background of your offence(s). Any information disclosed will be treated sensitively and in confidence and will only be used in deciding a candidate's suitability for the post applied for.

Failure to disclose any information required of you may result in your application being rejected or disciplinary action being taken if you have commenced employment with the School. The information you provide under this section will not be used for shortlisting purposes but will be discussed at interview if the School consider it is relevant to the position you are applying for.

Have you any spent or unspent convictions, cautions, reprimands or final warnings that are not 'protected' to declare?

Yes	No
<input type="checkbox"/>	<input type="checkbox"/>

If yes, please provide details below including the nature of the offence/alleged offence, date and full name at the time of the offence:

If you are unsure whether you need to disclose criminal information, you should seek legal advice or you may wish to contact Nacro or Unlock for impartial advice. There is more information on filtering and protected offences on the Ministry of Justice website.

Nacro - <https://www.nacro.org.uk/criminal-record-support-service/>  
or email [helpline@nacro.org.uk](mailto:helpline@nacro.org.uk) or phone 0300 123 1999

Unlock – <http://hub.unlock.org.uk/contact/> phone 01634 247350 text 07824 113848

## Appendix 17: Application form

CONFIDENTIAL

### APPLICATION FORM FOR APPOINTMENT TO A POST IN A SCHOOL

We are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment.

Please complete clearly in black ink or typescript. This application form must be completed in full. A CV will not be accepted as a replacement for any part of this form.

Please return this form to the school to which you are applying unless you are applying for a head teacher post where you must return it to the Chair or the Clerk to Governors.

If you have not been invited for an interview within 4 weeks of the closing date, please assume that your application has been unsuccessful on this occasion.

You might also want to specify how you plan to assess compliance, like through interview discussions or work samples. Would you like help refining this further?

*NB..We recognise that candidates may use tools such as AI to support their application. However, all submitted information must accurately reflect your own skills, experience, and knowledge.*

For non-teaching posts, you can disregard the shaded boxes.

### POST DETAILS

Post applied for:	At (school):
-------------------	--------------

### PERSONAL DETAILS

Title:	Forenames:
Surname:	Previous surnames:
Prefer to be known as:	Date of birth (DD/MM/YY):
National Insurance Number:	Teacher Reference Number:
Address:	Mobile phone number (preferred):
	Home phone number (alternative):
	Work phone number (alternative):
Email:	
If applicable, please give the date when your continuous local government service commenced (month / year):	



PERSONAL INTERESTS

Are you, to the best of your knowledge, related to or personal friends with any Senior Staff or Governors of the school to which you are applying?

Yes	No
<input type="checkbox"/>	<input type="checkbox"/>

If yes, please enter the names and positions of all known relations:

A candidate who fails to disclose their relationship to a Senior Staff Member or Governor of the school, may have their application rejected. If appointed, they may be subject to disciplinary action or dismissal.

Do you have any outside private business interests that may conflict with those of the Council's / School's business?

Yes	No
<input type="checkbox"/>	<input type="checkbox"/>

If yes, please describe your private interest:

EDUCATION, TRAINING, QUALIFICATIONS AND PROFESSIONAL MEMBERSHIPS

Please include in chronological order. Documentary evidence of relevant qualifications/memberships must be presented at interview. These must be originals. Continue on a separate sheet if necessary and attach it securely to your application form.

Name of Educational Establishment	Full or Part Time	Dates		Qualification Achieved		
		From	To	Subject	Level	Grade

TEACHING QUALIFICATION

Date qualification awarded: (Month & Year)
Date of completion of probation:

PRESENT EMPLOYER

Employer:	Job Title:	Date appointed:	Salary:
Type of School:	Single / mixed sex:	Number on roll:	Age range taught:
Summary of main duties:			
Period of Notice required:			

PREVIOUS EMPLOYMENT

Please include in chronological order and continue on a separate sheet if necessary.

Employer	Job Title	Dates (month & year)		Full or Part Time	Reason for Leaving
		From	To		

## PERIODS OF UNPAID ACTIVITY

Please give reasons and duration for any gaps when you have not been in employment after the age of 18 years, for example, raising a family, unpaid voluntary work, time travelling

Details	Dates (month & year)	
	From	To

## PERSONAL STATEMENT

Please explain how you would relate your education, training and experience (including those not related to employment) to the requirements of the post for which you are applying.

## REFEREES

Please note all references will be taken up after shortlisting and before interview. We may request additional references.

You must supply full contact details for a minimum of two referees. One referee must be your current or last employer however if you have never had an employer, one referee must be a senior staff member from your last place of study. One referee should be able to refer to your most recent work with children. If your current or last employment was within a school, one referee must be the head teacher. A referee must not be a relative or partner. If you cannot meet the criteria outlined above, you can supply a character reference from a professional person known to you.

### Referee 1 - Current or Most Recent Employer

First name:	Surname:
Organisation:	Address:
Email:	
Mobile or daytime number:	Alternate number:
Job title:	Known since (MM/YY):
Capacity in which known to you:	Type of reference (Academic/Character/Work):

### Referee 2

First name:	Surname:
Organisation:	Address:
Email:	
Mobile or daytime number:	Alternate number:
Job title:	Known since (MM/YY):
Capacity in which known to you:	Type of reference (Academic/Character/Work):

Are you a foreign national or a UK resident who has lived or worked abroad?

Yes	No
<input type="checkbox"/>	<input type="checkbox"/>

You could obtain a Statement of Good Conduct (SOGC) from the Embassy of that country.

#### Declaration

I certify that the information I have given on this form is true and accurate to the best of my knowledge.

I have read or had explained to me and understand all the questions on this form.

I understand that deliberate omissions and incorrect statements could lead to my application being rejected or to my dismissal if appointed to the post.

I authorise the School to undertake the necessary pre-employment checks and to verify any information given.

I understand that satisfactory references, DBS, medical clearance, verification of qualifications and evidence of right to work in the UK are required before any final offer of employment can be made.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

#### Your Personal Data

It is necessary for us to collect and process personal data about you in order to assess your eligibility to work with us and to make a decision about your recruitment and employment.

Information about how your personal data is used is provided in the schools recruitment privacy notice. A copy of the notice is included within this application pack.

#### RETIRED TEACHERS

Under the Teachers Pensions Regulations, those teachers who are in receipt of a pension and retired on or after 01/04/1997 on grounds of ill health, cannot be employed unless you surrender your pension and are deemed fit to be employed as a teacher again.

## RECRUITMENT MONITORING

The school is committed to achieving fairness and equality in employment as contained within the Council's Equality and Diversity policy. We aim to ensure that unfair discrimination does not take place at any stage of employment including within the recruitment procedure. By completing this monitoring form you will be supporting the Council in meeting its commitments to review and monitor the effectiveness of the recruitment procedure and help us ensure that these procedures are open and available to everyone. This information will be stored securely and confidentially and will not be taken into account when making the appointment.

Title:	Forenames:
Surname:	Previous surnames:
Date of birth (DD/MM/YY):	Gender:
Marital / Civil Partnership Status:	Religion / Belief:
Sexual Orientation:	Ethnic group:
Nationality:	

## POSITIVE ABOUT DISABLED PEOPLE

The school welcomes applications from disabled people. We have been awarded the 'Positive about Disabled People' symbol in recognition of our commitment to ensure that disabled people are supported and treated fairly at every stage of their selection, employment and career development. We are committed to interviewing all disabled applicants who meet the minimum criteria of the role applied for.

For this purpose, disability is defined as any physical or mental impairment which has a substantial and long term adverse effect on your ability to carry out normal day to day activities. Long term means the effect of the impairment has lasted at least twelve months, is likely to last for twelve months or is likely to last for the rest of a person's life.

Please advise us in the box below if you consider yourself to have a disability and of any reasonable adjustments which are needed to ensure the interview is accessible to you.

Details of disability and any reasonable adjustments needed for interview.
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CONFIDENTIAL  
APPLICATION FORM FOR APPOINTMENT TO A POST IN A SCHOOL

We are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment.

Please complete clearly in black ink or typescript. This application form must be completed in full. A CV will not be accepted as a replacement for any part of this form.

Please return this form to the school to which you are applying unless you are applying for a head teacher post where you must return it to the Chair or the Clerk to Governors.

If you have not been invited for an interview within 4 weeks of the closing date, please assume that your application has been unsuccessful on this occasion.

*NB. We recognise that candidates may use tools such as AI to support their application. However, all submitted information must accurately reflect your own skills, experience, and knowledge.*

For non-teaching posts, you can disregard the shaded boxes.

## POST DETAILS

Post applied for:	At (school):
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## PERSONAL DETAILS

Title:	Forenames:
Surname:	Previous surnames:
Prefer to be known as:	Date of birth (DD/MM/YY):
National Insurance Number:	Teacher Reference Number:
Address:	Mobile phone number (preferred):
	Home phone number (alternative):
	Work phone number (alternative):
Email:	
If applicable, please give the date when your continuous local government service commenced (month / year):	

## PERSONAL INTERESTS

Are you, to the best of your knowledge, related to or personal friends with any Senior Staff or Governors of the school to which you are applying?

Yes	No
<input type="checkbox"/>	<input type="checkbox"/>

If yes, please enter the names and positions of all known relations:

*A candidate who fails to disclose their relationship to a Senior Staff Member or Governor of the school, may have their application rejected. If appointed, they may be subject to disciplinary action or dismissal.*

Do you have any outside private business interests that may conflict with those of the Council's / School's business?

Yes	No
<input type="checkbox"/>	<input type="checkbox"/>

If yes, please describe your private interest:

**EDUCATION, TRAINING, QUALIFICATIONS AND PROFESSIONAL MEMBERSHIPS**

Please include in chronological order. Documentary evidence of relevant qualifications/memberships must be presented at interview. These must be originals. Continue on a separate sheet if necessary and attach it securely to your application form.

Name of Educational Establishment	Full or Part Time	Dates		Qualification Achieved		
		From	To	Subject	Level	Grade

**TEACHING QUALIFICATION**

Date qualification awarded: (Month & Year)
Date of completion of probation:

**PRESENT EMPLOYER**

Employer:	Job Title:	Date appointed:	Salary:
Type of School:	Single / mixed sex:	Number on roll:	Age range taught:
Summary of main duties:			
Period of Notice required:			

**PREVIOUS EMPLOYMENT**

Please include in chronological order and continue on a separate sheet if necessary.

Employer	Job Title	Dates (month & year)		Full or Part Time	Reason for Leaving
		From	To		

## PERIODS OF UNPAID ACTIVITY

Please give reasons and duration for any gaps when you have not been in employment after the age of 18 years, for example, raising a family, unpaid voluntary work, time travelling

Details	Dates (month & year)	
	From	To

## PERSONAL STATEMENT

Please explain how you would relate your education, training and experience (including those not related to employment) to the requirements of the post for which you are applying.

## REFEREES

Please note all references will be taken up after shortlisting and before interview. We may request additional references.

You must supply full contact details for a minimum of two referees. One referee must be your current or last employer however if you have never had an employer, one referee must be a senior staff member from your last place of study. One referee should be able to refer to your most recent work with children. If your current or last employment was within a school, one referee must be the head teacher. A referee must not be a relative or partner. If you cannot meet the criteria outlined above, you can supply a character reference from a professional person known to you.

### Referee 1 - Current or Most Recent Employer

First name:	Surname:
Organisation:	Address:
Email:	
Mobile or daytime number:	Alternate number:
Job title:	Known since (MM/YY):
Capacity in which known to you:	Type of reference (Academic/Character/Work):

### Referee 2

First name:	Surname:
Organisation:	Address:
Email:	
Mobile or daytime number:	Alternate number:
Job title:	Known since (MM/YY):
Capacity in which known to you:	Type of reference (Academic/Character/Work):

Are you a foreign national or a UK resident who has lived or worked abroad?

Yes	No
<input type="checkbox"/>	<input type="checkbox"/>

You must obtain a Statement of Good Conduct (SOGC) from the Embassy of that country.

#### Declaration

I certify that the information I have given on this form is true and accurate to the best of my knowledge.

I have read or had explained to me and understand all the questions on this form.

I understand that deliberate omissions and incorrect statements could lead to my application being rejected or to my dismissal if appointed to the post.

I authorise the School to undertake the necessary pre-employment checks and to verify any information given.

I understand that satisfactory references, DBS, medical clearance, verification of qualifications and evidence of right to work in the UK are required before any final offer of employment can be made.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

#### Your Personal Data

It is necessary for us to collect and process personal data about you in order to assess your eligibility to work with us and to make a decision about your recruitment and employment. Information about how your personal data is used is provided in the schools recruitment privacy notice. A copy of the notice is included within this application pack.

#### RETIRED TEACHERS

Under the Teachers Pensions Regulations, those teachers who are in receipt of a pension and retired on or after 01/04/1997 on grounds of ill health, cannot be employed unless you surrender your pension and are deemed fit to be employed as a teacher again.

## RECRUITMENT MONITORING

The school is committed to achieving fairness and equality in employment as contained within the Council's Equality and Diversity policy. We aim to ensure that unfair discrimination does not take place at any stage of employment including within the recruitment procedure. By completing this monitoring form you will be supporting the Council in meeting its commitments to review and monitor the effectiveness of the recruitment procedure and help us ensure that these procedures are open and available to everyone. This information will be stored securely and confidentially and will not be taken into account when making the appointment.

Title:	Forenames:
Surname:	Previous surnames:
Date of birth (DD/MM/YY):	Gender:
Marital / Civil Partnership Status:	Religion / Belief:
Sexual Orientation:	Ethnic group:
Nationality:	

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