

North Ridge procedures for prospective candidates applying for posts

North Ridge School is committed to safeguarding children and young people. All post holders are subject to appropriate vetting procedures as outlined in Part 3 of DfE, KCSiE, this includes a satisfactory Disclosure and Barring Service Enhanced with barred list information check.

All applicants will receive a pack containing the following when applying for a post:

- a statement of the school's commitment to ensuring the safety and well-being of the pupils.
- candidates are required to read our [Safer Recruitment Policy](#) and [Safeguarding Policy](#)
- job description and person specification, this will include reference to the responsibility for and qualities required to safeguard and promote the welfare of all children
- the selection procedure for all posts will include an application form, interview and short presentation linked to the work you will be required to do. For teachers you will also be required to teach a lesson.
- equal opportunities monitoring form
- self-disclosure of criminal history in relation to unprotected cautions and convictions (to be returned in a separate sealed envelope marked 'confidential - disclosure' and name of candidate)

Our application form requests the following information:

- personal details
- full education, training and employment history
- explanation of any gaps
- appropriate referees (including current or most recent employer)
- personal statement
- signed and dated declaration

- Prospective applicants must complete, in full, and return a signed application form. Incomplete application forms will not be accepted and must be returned to the applicant where the deadline for completed forms has not passed.
- Positions working with children are exempt from the provisions of the Rehabilitation of Offenders Act 1974 (as amended 2013). Therefore, applicants will be asked to disclose any criminal history. This information will be requested as part of the application process but on a separate form submitted at the same time (to be returned in a separate sealed envelope marked 'confidential - disclosure' and name of candidate). This information will only be considered by the recruitment panel after the short-listing stage. Applicants will be given the opportunity to discuss any relevant information disclosed prior to the interview. Self-disclosure does not remove the requirement to obtain a DBS certificate.

Candidates submitting an application form completed on-line will be asked to sign the declaration on their application form if called for interview. This declaration will ask candidates to confirm the following:

-that the information submitted on their application form is complete and accurate

-that they understand any offer of employment is subject to satisfactory references and vetting checks including a satisfactory DBS certificate and check of the Barred list

-a satisfactory medical report, if appropriate

-that they have not been disqualified from working with children, cautioned or sanctioned in this regard. See Appendix 5 for model letter.

Please note a curriculum vitae cannot be accepted in place of a completed application form.