



Founded in 1573

## QUEEN ELIZABETH'S SCHOOL

Neil Enright MA (Oxon) MBA FRSA  
Headmaster

### **APPLICATION AND RECRUITMENT PROCESS**

#### **Application Form**

All applicants must complete an Application Form. This can be obtained from our website. A covering letter should be sent with the completed Application Form.

Applications will only be accepted from candidates completing the Application Form in full. CVs will not be accepted in substitution for completed Application Forms. However, they may be sent in addition to the Application Form.

Candidates should be aware that all posts in the School involve responsibility for safeguarding children although the extent of that responsibility will vary according to the nature of the post.

This post is exempt from the Rehabilitation of Offenders Act 1974 and therefore all convictions, cautions and bind-overs, including those regarded as 'spent' must be declared.

All successful candidates will be required to complete a Disclosure from the Criminal Records Bureau.

We will seek references on shortlisted candidates for teaching posts and may approach previous employers for information to verify particular experience or qualification, ideally before interview. Please indicate on the Application Form if you would prefer us not to contact your current employer until later in the recruitment process. Applicants to non-teaching posts will have references taken up once an offer of employment has been made.

Your referees will be asked about your suitability to work with children.

You should be aware that provision of false information is an offence and could result in the application being rejected or summary dismissal if the applicant has been selected.

All applicants will receive a letter advising them if they have been selected for interview or not.

#### **Invitation to Interview**

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

All candidates invited to interview must bring documents confirming any educational and professional qualifications that are necessary or relevant for the post (e.g. the original or certified copy of certificates, diplomas etc). Where original or certified copies are not available for the

successful candidate, written confirmation of the relevant qualifications must be obtained from the awarding body.

All candidates invited to interview should, where possible, bring with them the following original documents:



- A current driving licence including a photograph
- A full birth certificate
- A passport
- Proof of right to work in the UK if a non-EU citizen
- A utility bill or financial statement with candidate's current name and address
- Where appropriate any documentation evidencing a change of name

In most cases production of these documents will enable Queen Elizabeth's to meet the requirements imposed on it by the Asylum and Immigration Act and also the proof of identity required to obtain a CRB check.

Where a candidate is:

found to be on DFE List 99 or the Protection of Children Act List, or the CRB disclosure shows s/he has been disqualified from working with children by a Court; or

- found to have provided false information in, or in support of, his/her application; or
- the subject of serious expressions of concern as to his/her suitability to work with children

the facts will be reported to the Police and/or the DFE Children's Safeguarding Operation Unit.

### **Conditions of Employment**

Please note that an offer of employment at Queen Elizabeth's is subject to conditions set out above and the following:

1. Completion of a medical questionnaire and medical report as appropriate.
2. Where the successful candidate has worked or been resident overseas in the previous five years, where possible, we will obtain a check of the candidate's criminal record from the relevant authority.
3. Notwithstanding the Disclosure process, all candidates for employment must declare any previous convictions whether they are 'spent' or not before attending interview or taking up a conditional offer of employment at the School. Certain previous offences such as the abuse of children and seriously violent and disruptive behaviour will preclude employment in the School. However, the nature of the offences will be considered on their individual merits and proper notice will be taken of the degree of seriousness of the offences, the circumstances and the time frame. These factors will be weighed against the nature of the appointment and its responsibilities.

Please submit information in confidence enclosing details in a separate sealed envelope marked confidential.

Copies of the School's Code of Practice and Policy on the Recruitment of Ex-Offenders are available from the Headmaster's Office.