



# Queen Elizabeth's School

FOUNDED IN 1573

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## NOTICE TO ALL CANDIDATES FOR APPOINTMENT TO ANY POST AT THE SCHOOL

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Queen Elizabeth's School is committed to safeguarding and promoting the welfare of its pupils.

### 1. Application Form

- 1.1. All applicants must complete an application form. This is available on the School's website. A covering letter should be sent with the completed application form.
- 1.2. Applications will only be accepted from candidates who complete the application form in full. CVs will not be accepted instead of a completed application form. An up-to-date CV may be sent in addition to a completed application form.
- 1.3. Posts at the School are exempt from the Rehabilitation of Offenders Act 1974 and all convictions, cautions and bind-overs, including those regarded as 'spent', must be declared.
- 1.4. For appointments to teaching posts the School will seek references for shortlisted candidates before interview. Previous employers may be approached to verify experience or qualification.
- 1.5. Applicants for support roles may have a preference for the School to delay taking up references from current employers until later in the recruitment process. This preference should be indicated clearly on the application form.
- 1.6. Referees will be asked to comment on an applicant's suitability to work with children.
- 1.7. All applicants should be aware that the provision of false information is an offence and could result in their application being rejected or in their summary dismissal post appointment.
- 1.8. All applicants should expect to receive confirmation of the safe receipt of their application and notification of its outcome.

### 2. Identity checking at interview

- 2.1. For security purposes and, in accordance with the guidance issued by the Department for Education, the School asks all applicants to provide evidence of their identity, right to work in the United Kingdom, address and qualifications.
- 2.2. The School follows the Disclosure and Barring Service (DBS) identity checking guidelines when confirming the identity of all applicants.

- 2.3. Successful candidates are required to obtain an Enhanced Disclosure from the DBS. Any appointment remains provisional until this process has been completed.
- 2.4. Interview candidates must bring the following with them when they visit the School:
- Current passport or driving licence which includes a photograph;
  - Two additional documents confirming the candidate's current address e.g. a recent utility bill or credit card statement;
  - Original certificates confirming educational and professional qualifications as declared in the application form;
  - [If applicable] documentary evidence of change of name by deed poll or any other means e.g. marriage, adoption or statutory declaration.
- 2.5. Photocopies of documents will be taken for the School's records. Any copies will be destroyed in the event that a candidate chooses not to proceed with, or is unsuccessful with, the recruitment process.
- 2.6. Candidates who are unable to provide the required documents at interview should let the Headmaster's Personal Assistant know in good time in advance of their interview.
- 2.7. If there is anything which a candidate wishes to disclose in advance of an interview, s/he should send this information under separate cover for the attention of the Headmaster marked 'strictly confidential'.
- 2.8. Information relating to any conviction provided to the School during the recruitment process will be treated in strict confidence and will not necessarily be a bar to appointment.

### **3. Other conditions of employment**

- 3.1. A pre-appointment medical questionnaire must be completed which may lead to a consultation with a doctor appointed by the School.
- 3.2. Where a successful candidate has worked or been resident in another country at any point during the preceding five years, the School will require a check of the individual's criminal record from the relevant overseas' authority.

Candidates should direct any questions about the recruitment process to the Headmaster's Personal Assistant at [recruitment@gebarnet.co.uk](mailto:recruitment@gebarnet.co.uk).