

## **Information for applicants – pre-employment checks required for this post**

|                        |  |
|------------------------|--|
| <b>School name:</b>    |  |
| <b>Vacant post:</b>    |  |
| <b>Vacancy closes:</b> |  |

### **Note to candidates:**

Candidates for the above post are advised that the following checks and references must be completed at the stage of the recruitment process. Any subsequent offer of employment to a successful candidate can only be made on a conditional basis only, until these checks have been satisfactorily completed. Failure to comply with all or part of these requirements will result in the withdrawal of any employment offer. Please ensure that you have read and understand the accompanying Privacy Notice for Candidates.

**All applicants** means that this is an expectation for everyone applying for this vacancy

**Shortlisted applicants** refers to all applicants who are provisionally assessed as suitable to progress to the selection stages of the process

**Appointable applicant** indicates the person who is deemed to be the most suitable to be conditionally offered the job

| <b>Pre-employment check</b>  | <b>Stage required</b>         | <b>Applicable to post ✓</b> | <b>Date checked initials (for office use only)</b> |
|--|-------------------------------|-----------------------------|--|
| Application form (CVs will not be accepted without a fully completed application form)   | <b>All applicants</b>         | ✓                           |  |
| At least 2 satisfactory references (to include last/current employer and one of which relating to a post working with children if applicable)  | <b>Shortlisted applicants</b> | ✓                           |  |
| Signed self-declaration of criminal record and other relevant information (posts in schools are exempt from the Rehabilitation of Offenders Act 1974 and applicants for school-based jobs must, therefore, disclose all spent and unspent convictions) | <b>Shortlisted applicants</b> | ✓                           |  |
| Checks of shortlisted applicants social media presence   | <b>Shortlisted applicants</b> | ✓                           |  |
| Verification of Right to Work in the UK  | <b>Appointable applicant</b>  | ✓                           |  |
| Photo identification   | <b>Appointable applicant</b>  | ✓                           |  |
| Enhanced DBS check and Barred List <i>[delete as applic]</i>   | <b>Appointable applicant</b>  | ✓                           |  |
| Staff suitability declaration in compliance with the disqualification requirements of the Childcare Act 2006 and amendment regulations 2018 (required annually thereafter)   | <b>Appointable applicant</b>  | ✓                           |  |
| Medical check  | <b>Appointable applicant</b>  | ✓                           |  |
| Verification of any relevant qualifications and registration required for the job (see person specification)   | <b>Appointable applicant</b>  | <i>[tick as applicable]</i> |  |

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|   |                              |                             |  |
|---|------------------------------|-----------------------------|--|
| Verification of professional status   | <b>Appointable applicant</b> | <i>[tick as applicable]</i> |  |
| Verification of successful completion of the statutory induction period and QTS (teachers)  | <b>Appointable applicant</b> | <i>[tick as applicable]</i> |  |
| Checks on: teachers and others prohibited from the profession; General Teaching Council for England (GTCE) sanctions; teachers who have failed induction or prohibition; teachers sanctioned in other EEA member states; and, Section 128 barring directions. | <b>Appointable applicant</b> | <i>[tick as applicable]</i> |  |
| <i>(School to add any other checks relevant to the post)</i>  |                              |                             |  |

A copy of checklist is to be retained for use during selection process. All information will be handled in compliance with data protection requirements at this school.

Further information relating to the pre-employment checks required for positions in schools can be found in the statutory document Keeping Children Safe in Education on the [www.gov.uk](http://www.gov.uk) website.