

MONMOUTH SCHOOL
APPLICATION AND RECRUITMENT PROCESS
EXPLANATORY NOTE

Application Form

- Applications will only be accepted from candidates completing the Bursar application form in full. CVs will not be accepted in substitution for completed application forms but should be submitted in addition.
- Candidates should be aware that the Bursar's position involves a degree of responsibility for safeguarding children.
- Accordingly 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.
- The successful applicant will be required to complete a Disclosure from the Criminal Records Bureau at the appropriate level for the post.
- We will seek references on short listed candidates before final interview, although we will not do so until we have your permission. We may also approach previous employers for information to verify particular experience or qualifications.
- If you are currently working with children, on either a paid or voluntary basis, your current employer will be asked about disciplinary offences, including disciplinary offences relating to children or young persons (whether the disciplinary sanction is current or time expired), and whether you have been the subject of any child protection allegations or concerns and if so the outcome of any enquiry or disciplinary procedure. If you are not currently working with children but have done so in the past, that previous employer will be asked about those issues. Where neither your current nor previous employment has involved working with children, your current employer will still be asked about your suitability to work with children, although it may where appropriate opt to answer not applicable if your duties have not brought you into contact with children or young persons.
- 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 and possible referral to the police and/or DCSF Children's Safeguarding Operation Unit.

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.

Conditional Offer of Appointment: Pre-Appointment Checks

Any offer to a successful candidate will be conditional upon:

- receipt of at least two satisfactory references (if these have not already been received);
- verification of identity and qualifications;
- a check at DCSF List 99 and the Protection of Children Act List as appropriate;
- a satisfactory CRB Disclosure;
- verification of professional status and qualifications;
- verification of successful completion of agreed induction period;
- where the successful candidate has worked or been resident overseas in the previous five years, such checks and confirmations as the School may require in accordance with statutory guidance;
- verification of medical fitness.

WARNING

Where a candidate is:

- found to be on DCSF List 99 or the Protection of Children Act List, or the CRB Disclosure shows she/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 DCSF Children's Safeguarding Operation Unit.