



WHITLEY BAY HIGH SCHOOL

APPLICATION AND RECRUITMENT PROCESS EXPLANATORY NOTES

Application Form

- Applications will only be accepted from candidates completing the enclosed Application Form in full. CVs will not be accepted in substitution for completed Application Forms.
- Candidates should be aware that all posts in the school involve some degree of 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 on the application form.
- The successful candidate will be required to complete an Enhanced Disclosure from the Disclosure and Barring Service.
- We will seek references from all short listed candidates prior to interview.
- Please note that the provision of false information is an offence and could result in the application being rejected or summary dismissal where the applicant has been selected, and possible referral to the Police and/or DCSF.

Short Listed Candidates – Invitation to Interview

- Short listed candidates will be contacted either by email or telephone. Therefore it is essential that a day time contact telephone number is provided on the Application Form.
- Candidates who have not been contacted within 10 days of the closing date should assume that their application has been unsuccessful on this occasion and are asked not to contact the school.
- All candidates invited to interview must also bring with them the following original documents:
 1. Documents confirming any educational or professional qualifications that are relevant or necessary for the post. Where originals or certified copies are not available then written confirmation should be provided from the awarding body.
 2. A passport or current driving licence
 3. One of: Birth Certificate, Marriage Certificate, recent payslip, P60 or P45
 4. National Insurance Number ideally evidenced by an N.I. Card, recent payslip or P60.
 5. Two proofs of address (other than those above) – e.g. credit card statement, addressed pay slip, bank statement, utility bill (all of which should be no more than 3 months old).

Appointment Process

Any offer of employment will be conditional upon:

- Receipt of at least two satisfactory references (one of which must be your current or most recent employer)
- Verification of identity and qualifications
- A satisfactory DBS disclosure
- For teaching appointments verification of professional status such as GTC registration or QTS status
- Completion of NQT induction for those applicants who obtained QTS after 7th May 1999