



WHITLEY BAY HIGH SCHOOL

APPLICATION AND RECRUITMENT PROCESS **EXPLANATORY NOTES**

Thank you for considering applying for a post in our school, within the Application Form we are asking you to provide information to allow us to consider your application, we have also looked to provide you with some further information about our School – this has been included in the supporting information provided as part of this recruitment pack and there is also further information within certain areas of the Application Form.

You will see that the Application Form is divided into 3 Sections:

Part A – Personal Details

This includes personal information about you that will aid us in considering your application, this also includes your declaration as an applicant that all information you provide is accurate and correct.

You are asked in this section to note matters that if you are successful in your application (either at shortlisting or appointment stage) we would need to assure/ confirm, e.g. Right to Work in the UK, satisfactory DBS vetting/ clearance, satisfactory References, online searches.

PART B – Employment & Education History

This includes your current and previous employment history as well as your education history. You are asked to provide the information with your most recent employment/ education first.

You are also asked to complete your application so that no gaps appear in your employment history, to explain, if you have not been employed for a period of time and therefore have a 'gap' in your employment history you are asked to note the gap on the application form.

PART C – Applicant Equalities Monitoring

We use this information to monitor who are applying for posts within our school and how this links into our Equalities and Diversity policy and practice. The information WILL NOT BE SHARED with anyone on the shortlist panel and will be removed from your application prior to it progressing through our recruitment process.

How will we use your data?

All data that you provide to us as part of this recruitment process will only be used for the purposes of progressing your application. We respect your right to privacy and details of how we use the information provided by you is contained in our privacy notice, which is available on our School Website, together with details of your rights under the General Data Protection Regulations (GDPR).

Application Notes

- 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.
- Our Child Protection Policy can be viewed on the school's website.
- The amendments to the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013 and 2020) provides that when applying for certain jobs and activities, certain convictions and cautions are considered 'protected'. This means that they do not need to be disclosed to employers, and if they are disclosed, employers cannot take them into account. An additional change was made on 28 October 2023, which noted that all unspent conditional cautions and convictions (as defined by the Rehabilitation of Offenders Act) will be automatically disclosed. This change ensures that all records that are disclosed on a DBS Basic check will also appear on Standard and Enhanced checks.
- It is an offence to apply for a role if you are barred from engaging in regulated activity relevant to children.
- 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 DFE.

Short Listed Candidates – Invitation to Interview

- Short listed candidates will be contacted by email. Therefore, it is essential the correct email address 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 including QTS, 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. Passport (Current or expired)
 3. Current provisional/driving licence.
 4. Birth Certificate.
 5. Marriage Certificate (If applicable)
 6. Recent payslip, P60 or P45.
 7. National Insurance Number ideally evidenced by an N.I. Card/Letter.
 8. 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). Council Tax Statement (No more than 12 months old)

Appointment Process

Any offer of employment will be conditional upon:

- A minimum of two satisfactory references from current and previous employers. Education establishment if never been employed.
- Verification of identity & Right to work in the UK Check.
- Additional criminal records checks if applicant has lived outside the UK.
- DfE Prohibition List Check including GTCE Check.
- Children's Barred List Check.
- Enhanced Certificate of Disclosure from the Disclosure and Barring Service DBS disclosure.
- Verification of qualifications and Qualified Teacher Status, including confirmation of professional status from relevant professional regulatory body for teachers who have worked overseas.
- Medical Clearance.
- A section 128 Education & Skills Act Prohibition from Management list check (If Applicable)