



Application & Recruitment Process

1. APPLICATION FORMS

a. Applications will only be considered from those candidates completing the enclosed Millfield Application Form in full. CV's will not be accepted in substitution for completed Application Forms.

b. In the education sector we have a responsibility to safeguard young adults and children in our care. Under current legislation we are required to obtain **full** employment and education history including dates, as such please ensure that any gaps in your employment history since the age of 16 years are explained. Failing to do this will cause unnecessary delays in the processing of your application.

c. 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. Where a candidate is:

- Found to be on DfES List 99 or the Protection of Children Act List, or the DBS disclosure shows s/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 DfES Children's Safeguarding Operations Unit.

d. Under the Data protection Act 1998 the information or data supplied on your application may be processed and held on computer, and will be processed and held on upon personal records if you are appointed. The data may be processed by the School for the purpose of equality monitoring, compiling statistics, and for the keeping of other employment records. By signing and returning the application form, you will be deemed to be giving your explicit consent to processing of data contained or referred to on it, including information which may be considered to be sensitive personal data.

2. POLICY ON THE RECRUITMENT OF EX-OFFENDERS & DBS DISCLOSURES

a. Rehabilitation of Ex Offenders

i. Accordingly this post is exempt from the provisions of Section 4(2) of the Rehabilitation of Offenders Act 1974 by virtue of the Rehabilitation of Offenders Act 1974 (Exceptions) Order HR/Invite to Interview/DH Oct14

1975 as amended, and therefore all convictions, cautions and bind-overs, including those regarded as 'spent' must be declared.

b. Enhanced Disclosure and Barring Service Check

i. Millfield School is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. Applicants will be required to undergo child protection screening appropriate to the post including checks with past employers and the Disclosure and Barring Service. Millfield School use an umbrella body for the purpose of obtaining a criminal record checks for employment and voluntary appointments. A subsequent offer of



appointment by Millfield School will be dependent upon the completion of a satisfactory Enhanced Disclosure and Barring Service check and references.

c. References

i. Millfield School will seek references on shortlisted candidates and may approach previous employers for information to verify particular experiences or qualifications prior to interview.

ii. If you are currently working with children, in a paid or voluntary capacity, 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. Where neither your current or previous employment has involved working with children your current employer will still be asked about your suitability to work with children, although you may where appropriate answer not applicable if your duties have not brought you into contact with children or young persons.

3. INVITATION TO INTERVIEW

i. If you are invited to interview / trials day, which it will explore will include suitability to work with children.

ii. All candidates invited to interview must bring documents confirming any educational and professional qualifications that are necessary or relevant for the post (e.g the original or certified copy of certificates, diplomas etc). Where originals or certified copies are not available for the successful candidate, written confirmation of the relevant qualifications must be obtained from the awarding body.

iii. All candidates invited to interview must also bring with them three documents from the following:

- a current driving licence (both photo card and paper counterpart)
- a passport
- a full birth certificate
- a utility bill (Not a mobile phone statement. Must be less than 3 months old)
- a financial statement showing candidate's current name and address (Must be less than 3 months old)
- where appropriate any documentation evidencing a change of name.



Please note that originals of the above are necessary. Photocopies or certified copies are not sufficient.

In most cases the production of these documents will enable Millfield School to meet the requirements imposed on it by the Asylum and Immigration Act and also the proof of identity required to obtain a DBS check. However, full details of the requirements for documentary evidence will be sent to those successful applicants.

4. STATEMENT OF CONDITIONS ON EMPLOYMENT

Please note that an offer of employment at Millfield School is subject to the following conditions:

1. Evidence of your identity and right to work in the UK. You will be required to provide the necessary documentation for checking and copying before you start work for the School.
2. An Enhanced satisfactory report from the Disclosure and Barring Service (DBS). This requires the completion and submission of a form and the production of various proofs of identify, details of which will be sent to those candidates selected for interview.
3. DfES List 99 check (if appropriate to position).
4. Medical Declaration Form, in addition and where appropriate verification of medical fitness in accordance with DfE circular 4/99 Physical and Mental fitness to teach of Teachers and entrants to Initial Teacher Training.
5. Two satisfactory references, one of which should be from your current or most recent employer or, if this is your first job, your school teacher or higher or further education lecturer.
6. Verification of qualifications and professional status (if appropriate to position).
7. Where the successful candidate has worked or been resident overseas in the previous five years a check of the candidates criminal record from the relevant authority is required.

An offer of employment with Millfield School is conditional upon you having attained all the qualification and undertaken the work experience stated in your application and at interview. In any event, the School reserves the right to terminate your employment where it is discovered that you do not have the said qualifications or experience or where you have provided false information in this or in any other material respect.