



CANDIDATE INFORMATION

Thank you for your interest in applying to Woodchurch High School.

EQUAL OPPORTUNITIES

Woodchurch High School is an equal opportunities employer and provider of services and welcomes applications from all members of the community. Our aim is to ensure that no job applicant or employee receives less favourable treatment on the grounds of race, gender, marital status, age, disability, religious beliefs, sexual orientation or employment status. Your application form and equal opportunities forms will be processed separately.

The equal opportunities form will not be available to panel members and will not be used to make recruitment decisions or about your suitability for employment. The information you provide on this form will assist us in monitoring the effects of our equal opportunities policy in recruitment and selection and will help us to develop and improve.

DATA PROTECTION

The personal data you provide for this application and otherwise as part of the recruitment process will be held and processed for the purpose of the selection processes of Woodchurch High School and in connection with any subsequent employment, unless otherwise indicated.

The personal data will be initially controlled by Human Resources and will be retained only for as long as is permitted in data protection legislation General Data Protection Regulation (UK GDPR).

If your application for employment is unsuccessful, your application is retained for a maximum of 6 months and then destroyed. If you are successful, your application form will form the basis of your employee personal file which we will hold throughout your employment and for a period of time following you leaving the school.

In order to process the personal data you provide for this application and otherwise for the purposes indicated, your personal data may be disclosed to third party organisations providing administration or other relevant services to Woodchurch High School. Woodchurch High School contact for data protection matters is: Satswana Email: info@satswana.com Tel: 01252 759177

By submitting your personal data and application, you are:

1. Declaring that the information provided in the application form is accurate and true.
2. Giving your consent to the processing, transfer and disclosure of all information submitted by you during the recruitment process and throughout any subsequent periods of employment for pre-employment checks, equal opportunities monitoring, payroll operations, administration of training and absence records, performance and conduct reviews, administration of remuneration, provision of references, and any other activities directly related to your employment.
3. Declaring that you have read, understood and accepted the statements set out in this data protection clause.





INFORMATION ON RECRUITMENT CHECKS

Woodchurch High School will undertake all of the DfE pre-employment checks outlined in the statutory guidance, Keeping Children Safe in Education, including:

- **SAFEGUARDING & ENHANCED DBS CHECK**

Woodchurch High School is strongly committed to safeguarding and promoting the welfare of pupils and expect staff to share this commitment and maintain a vigilant and safe environment.

All posts are subject to an Enhanced DBS check and we will carry out online searches on shortlisted candidates. All staff will be expected to follow the school's child protection policy, code of conduct for employees in schools and safeguarding policy.

Woodchurch High School is legally obligated to process an Enhanced Disclosure and Barring Service (DBS) check before making appointments to relevant posts. All posts involving direct contact with children are exempt from the Rehabilitation of Offenders Act 1974. 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.

Guidance about whether a conviction or caution should be disclosed can be found on the Ministry of Justice website and [here](#).

More information about what will be filtered and will not appear on a DBS certificate can be found [here](#).

If you are unsure whether you need to disclose criminal information, you should seek legal advice or you may wish to contact Nacro or Unlock for impartial advice. For posts in regulated activity, the DBS check will include a barred list check.

It is a criminal offence to apply or accept a position (paid or unpaid) working with children in regulated activity if you are excluded from such work by virtue of a court order or exclusions by the DBS.

Any data processed as part of the DBS check will be processed in accordance with any relevant data protection regulations and the school's privacy notice.

- **CRIMINAL RECORD SELF DISCLOSURE**

You may be asked for further information about your criminal history during the recruitment process. We will not ask for any criminal records information unless you are shortlisted for interview. If your application is successful, this self-disclosure information will be checked against information from the Disclosure & Barring Service. Any convictions shared by self declaration or those listed on a DBS check will be considered on a case-by-case basis.

- **OVERSEAS CHECKS**

If you've lived or worked outside of the UK for 12 months or more in the last 10 years, the school will require additional information in order to comply with 'safer recruitment' requirements. If you answer 'yes' to the question, we will contact you for additional information.





- **TEACHER PROHIBITION ORDER AND TEACHER SANCTIONS**

We will check for Prohibition Orders and Interim Prohibition Orders for teacher applicants or positions carrying out “teaching work”. Further information on teacher misconduct can be found at: <https://www.gov.uk/government/collections/teacher-misconduct>

We will check for sanctions imposed by the GTCE (prior to its abolition in 2012). You will be required to disclose if you are subject to any sanctions relating to work with children in any country outside the UK.

- **SECTION 128 DIRECTION**

We will check for Secretary of State Section 128 prohibition from management directions for all applicants for management positions within school.

- **RIGHT TO WORK IN THE UK**

The school will require you to provide evidence of your right to work in the UK in accordance with the Immigration, Asylum and Nationality Act 2006.

- **COMPANY SECRETARY**

A check that you are not barred from being a company secretary will be made via Companies House.

By completing an application, you agree to provide such evidence when requested. Any job offer will be conditional on the satisfactory completion of all necessary preemployment checks, including those as set out in Keeping Children Safe In Education.

