



Kindness
Respect
Courage
Curiosity

The Winchcombe School

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Improving As One

Dear Applicant

Pre-Employment Checks

Any individual appointed to a post within a school will be subject to a range of pre-employment checks. Where possible these checks are undertaken prior to appointment. The checks that will be undertaken are set out below:

1. References

The names of two referees are required on the application form. One of these referees should be your present or last employer. Referees should not be relations or spouse/partner. References for shortlisted candidates only are taken up prior to interview, unless otherwise requested.

2. Identity / Date of Birth Confirmation

The Governing Body must be certain that the person they plan to employ is the person that they claim to be. Therefore identification is required. Photographic evidence that includes a date of birth and address (passport/photo driving licence etc) is the most suitable form of identification. Identification will be requested at interview stage.

3. Medical Checks

Applicants will be asked to complete a medical questionnaire if a conditional offer of employment is to be made.

4. Verification of Qualifications

If you are shortlisted for interview you are asked to ensure that you bring with you any certificates of qualification, as proof that qualifications are held.

5. Overseas/ Good Conduct Checks

Where an individual has lived and worked overseas in the past 5 years, then overseas checks should be conducted.

There is no requirement to carry out checks for events that may have occurred outside the UK if, in the three months prior to their appointment, the applicant has worked: in a school in England in a post which brought them into regular contact with children or young persons in any post in a school since 12 May 2006; or in an institution within the further education sector in England or in a 16-19 Academy, in a post which involved the provision of education which brought the person regularly into contact with children or young persons.

6. Disclosure of Criminal Convictions, Cautions and Reprimands



This post is exempt from Section 4(2) of the Rehabilitation of Offenders Act 1974. This means that applicants are not entitled to withhold information about convictions which are otherwise regarded as '*spent*' under the Act, and must disclose information about any cautions, convictions or bind-overs. A question is included on the application form and a DBS check will be required.

7. Barred List Check

Applicants will be subject to a barred list check which will be undertaken as part of the Disclosure and Barring Service Check.

8. Disqualification under the Childcare Regulations 2009

A check will be undertaken to ensure you are not disqualified from working with Children under the Child care Act 2009. The DBS certificate you provide will be checked against the list of offences in the relevant schedules.

9. Right to work in the UK

As part of the recruitment process employers are required to obtain evidence from any individual offered employment by the school that they are eligible to work in the UK.

See : <https://www.gov.uk/government/publications/acceptable-right-to-work-documents-an-employers-guide> for details of acceptable documents.

10. Others Checks

The Governing Body may undertake other pre-employment checks as required in accordance with its statutory or regulatory obligations.

Where any of the above checks indicate concern as to the candidate's suitability for employment to the post applied for, then the decision to short list or to offer employment will take careful account of the nature of the job and the nature of the concern. Concerns which come to light as a result of the checking process will generally be discussed with the applicant prior to any decision is made. Please contact the appointing officer if you have any queries about the above.

The Winchcombe School
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