

THE SELECTION PROCESS AND REFEREE INFORMATION

Thank you for your interest in working with The Bridges Federation. The following information details how we carry out our selection process for short listing candidates:

Criteria

We read all the application forms and scrutinise them to make sure that candidates meet all the **criteria of the person specification**. It is very important that candidates complete everything on the application form. We provide guidance on how to complete the form, but additionally require candidates to:

- Ensure all employment details are complete as well as giving details and explanations for any periods not in employment
- Ensure that the referees provided **are not** friends or relatives. One must be the current employer and if that employment is not with children, the other must be of previous employment with children
- **You must give examples of how you meet each criteria of the person specification.**

Testing

We assess how each candidate fulfils the requirements of the post and assess their suitability to work with children.

Anomalies

If candidates are short listed, references will be requested **immediately**. These will then be scrutinised and any discrepancies or anomalies arising from the information within the application and the subsequent references, **will be taken up at interview with the candidate**.

Verification

We will contact current and previous employers of all short listed candidates as part of the verification process. Candidates attending interview will also be required to bring photo ID (passport) and originals of any required qualifications. **Copies of any of these documents are unacceptable.**

Requirements for Referees

Referees may be contacted by telephone as well as asked to provide a written response. Please ensure you give all the necessary contact details. At least one must be the current employer and if not currently working with children, candidates also need to provide a referee from the last post which involved contact with children. The interview will include a 'personal' section, where suitability for working with children will be explored, including an exploration of previous experience.