



## **Recruitment Statement - Selection Process**

Only those who meet the criteria fully will see their application taken forward.

At shortlisting we apply the Person Specification and essential criteria must be met in full if the candidate is to be selected for interview.

At interview, questions will be designed to assess your suitability against the requirements of the post, as well as an assessment of your suitability to work with children.

Any discrepancies or anomalies in the information that you present or issues that arise from references, will be explored with you at interview.

Current or previous employers will be contacted as part of the verification process pre-appointment checks, on shortlisting. If you are not currently working with children but have done so in the past, a reference will be required from your previous employer. Relations and friends are precluded as referees.

An enhanced criminal check via the Disclosure & Barring Service (DBS) will also be required.

Pre-employment checks will also include confirmation that the applicant is not disqualified from providing childcare, and for Teachers confirmation that they are not prohibited from teaching, and for any roles which involve management of an academy, a Section 128 check.

Applicants will be required to provide original documentation as evidence of Right to Work in the UK, and a copy of this will be held on file.

If you have lived or worked abroad within the last 5 years or more, for a period of 90 days or more, you will be required to obtain a Certificate of Good Conduct / Police record from that country and present the original documentation.

Application forms must be completed in full before they can be considered. Incomplete applications or forms containing gaps of information may be returned for completion before they can be considered.

If you have any queries regarding completion of the application form please contact Jane King, HR Manager.

If you require the application form in an alternative format, please contact the school office.

This post is exempt from the Re-habilitation of Offenders' Act 1974, which means that you will have to disclose any relevant information (see Cornwall County Council's Employees Policy on the Employment of Ex Offenders in line with the DBS Code of Practice).

Providing false information is an offence and could result in an application being rejected or summary dismissal if the applicant has been selected. Referral to the Teacher's Misconduct Team or the Police if appointed is possible.

**ACE Multi Academy Trust**