

## **Recruitment Statement - Selection Process**

Only those who meet the criteria fully will see their application taken forward. CVs will not be accepted as applications for roles at this Trust; all applications must be submitted on the Trust's application form.

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, 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 the completion of the application form please contact the HR team at Kernow Learning at [hr@kernowlearning.co.uk](mailto:hr@kernowlearning.co.uk) or 01637 303106.

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

Shortlisted applicants will be required, as part of the interview process, to disclose any convictions, cautions, reprimands or final warnings that are not 'protected' as defined by the Rehabilitation of Offenders Act 1975 Exceptions order 175 (as amended in 2013) including convictions, cautions, bindovers or prosecutions pending.

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.