

<b>Title</b>	Recruitment Policy
<b>Associated Policies</b>	<ul style="list-style-type: none"> <li>• Single Equality (TPO/EO/01)</li> <li>• Safeguarding and Child Protection (TPO/HS/05)</li> <li>• Staff Induction (TPO/STA/15)</li> <li>• Staff Records (TPO/STA/16)</li> <li>• Data Protection (TPO/STA/25)</li> </ul>

REVIEWED: NOVEMBER 2017

NEXT REVIEW: NOVEMBER 2020

### 1. Policy Statement

- 1.1 The purpose of this policy is to ensure the recruitment of both permanent and temporary staff is conducted in a fair, effective and economic manner with the objective of maintaining a recruitment process which will attract, select and retain staff who will successfully and positively contribute to the future development of the Trust.
- 1.2 As per the Equality Act (2010), Brooke Weston Trust will ensure that people are treated solely on the basis of their abilities and potential, regardless of race, colour, nationality, ethnic origin, religious or political belief or affiliation, trade union membership, age, gender, gender reassignment, marital status, sexual orientation, disability, socio-economic background, or any other inappropriate distinction.
- 1.3 Brooke Weston Trust is committed to safeguarding and promoting the welfare of children and young people and requires all staff and volunteers to demonstrate this commitment in every aspect of their work.
- 1.4 The appointment of all employees will be made on merit and in accordance with the provisions of Employment Law, [Keeping Children Safe in Education](#) and the school's Equality and Diversity policy.
- 1.5 We will comply with the requirements of [Keeping Children Safe in Education](#) Part 3 with regard to DBS and other pre-employment checks.
- 1.6 We will ensure compliance with the Data Protection regulations and the more stringent requirements contained within the General Data Protection Regulations (GDPR). The GDPR encompasses the core principles of the DPA and provides more responsibility and accountability for fair and transparent processing. Our Privacy Statement can be found at [www.brookewestontrust.org](http://www.brookewestontrust.org).

### 2. Who is responsible for carrying out this policy?

- 2.1 The Principal and CEO has overall responsibility for the effective operation of this policy and for ensuring compliance with the relevant statutory framework. The Principal has delegated day-to-day responsibility for operating the policy and ensuring its maintenance and review.
- 2.2 All members of staff are responsible for the success of this policy and must ensure that they familiarise themselves with it and act in accordance with its aims and objectives. Those involved in management or recruitment may request training and address any questions about the content or application of this policy.
- 2.3 The implementation of this policy will be monitored by the Senior Leadership Team and the governors of the Academy and will remain under constant review by Brooke Weston Trust.

### 3. Delegation of Appointments and Constitution of Appointments Panels

- 3.1 Brooke Weston Trust delegates the power to offer employment for all posts below the level of Vice Principal to the Principal. The Principal may not delegate the offer of employment to any other senior manager.

- 3.2 The Principal may involve at least one Governor in the appointment of teaching staff below Vice Principal level, however is accountable for the final decision.
- 3.3 The CEO is responsible for appointment of all Principals, Executive Principals and central team staff.
- 3.4 A selection panel will be appointed to oversee the recruitment process of the specific post. Selection panels will comprise a minimum of two people (normally three). The members of the selection panel will:
  - have the designated authority to make decisions on who is appointed to the post
  - be appropriately trained i.e. DfE recognised Safer Recruitment Training or general recruitment/equalities training.
  - meet prior to the interview to reach a consensus on the required standard for the post
  - declare an interest where a candidate is known personally. It may be necessary to change the panel to ensure there no conflict of interest and equality principles are adhered to.

## 4. Procedures – Vacancy arises

- 4.1 Before preparing to fill a post the Principal should (in line with recruitment flow chart, [appendix 1](#)):
  - Consider if the post is still required or needed in its present form
  - Decide on what type of contract is appropriate
  - Review and revise the job description and person specification
  - Consider who will be involved in the recruitment process
  - Draw up a clear and realistic timeline for recruitment
  - Complete an Approval to Recruit form ([appendix 2](#))

## 5. Preparing the job description and person specification

- 5.1 The Principal should ensure there is clarity on the content of the job and the attributes the job holder needs to undertake it. The job description and person specification are therefore an essential part of the preparation for recruitment.
- 5.2 The job description should clearly state:
  - The main duties and responsibilities of the post
  - The individual's responsibility for promoting and safeguarding the welfare of child and young persons that they are responsible for or come into contact with
- 5.3 The person specification should include:
  - Qualifications, skills and experience and any other requirements needed to perform the role in relation to working with children and young people
  - The competencies and qualities that the successful candidate should be able to demonstrate
  - Explain how these requirements will be tested during the selection process.
- 5.4 The selection criteria for the role will be based on the requirements identified through the job description and the qualities and experience that the applicant(s) bring to the role in comparison with the person specification. It is these selection criteria that form the basis of fair selection.

## 6. Advertising

- 6.1 Once the recruitment is authorised the job will be advertised. All vacant posts will be advertised to ensure equality of opportunity and encourage as wide a field of candidates as possible. This will normally mean placing an advertisement externally. However, where there is a reasonable expectation that there are sufficient, suitably qualified internal candidates, or staff are at risk of redundancy, vacancies may be advertised internally before an external advertisement.
- 6.2 Brooke Weston Trust is committed to minimising compulsory redundancies and redeploying employees who are at risk of redundancy. One way of achieving this is to redeploy employees at risk to other jobs within the Trust. In these circumstances employees are given priority consideration.

However, they would need to demonstrate that they meet all of the essential requirements of the job description and person specification through the selection process.

- 6.3** The normal practice should be for all posts to be advertised externally and internally. However, there may be some exceptions according to the circumstances:
- Appointments of less than 6 months, where practical, should be advertised internally and considered for external advertising
  - Appointments over 6 months should be advertised internally and externally.
- 6.4** Brooke Weston Trust is committed to creating opportunities for employees to progress within the organisation, therefore are encouraged to apply for internal promotion and career development opportunities.
- 6.5** The Principal has the discretion to advertise simultaneously in internal and external media relevant to the vacancy, where it is considered that this will help to attract a more appropriate pool of candidates.
- 6.6** Unless in exceptional circumstances, all posts will be advertised for a minimum of two weeks and will not be withdrawn before the application deadline.

## 7. Information for applicants

- 7.1** All adverts will detail the following (where appropriate):
- Job title
  - Salary (or rate of pay) including allowances
  - Hours of work
  - Where the post will be located
  - Outline of essential requirements of job i.e. skills, qualifications and experience
  - Statement about the schools commitment to safeguarding and promoting the welfare of children and young people
  - Closing date for receipts of applications
  - Expected interview dates
  - Contact details and process for obtaining an application form.
  - A statement advising applicants if they have not received a response within two weeks of the closing date that they should assume that they have not been shortlisted.
- See [appendix 3](#) for a template.
- 7.2** An information pack should include:
- A job description outlining the duties of the post and an indication of where the post fits into the organisational structure of the school. A person specification may also be provided.
  - A description of the school relevant to the vacant post.
  - Reference to the school's policy on Equality and Diversity.
  - Reference to the Child Protection/Safeguarding Policy.
  - DBS and other pre-employment requirements.
  - A statement that canvassing any member of staff, or member of the Governing Body, directly or indirectly, is prohibited and will be considered a disqualification.
  - The closing date for the receipt of applications.
  - Outline of terms of employment including salary.
  - An application form.
- 7.3** All applicants for employment will be required to complete an application form containing questions about their right to work in the UK, employment history and their suitability for the role. A curriculum vitae will not be accepted. Application forms must be completed properly. Incomplete application forms will be returned to the applicant where the deadline for completed application forms has not passed.

- 7.4 The application form contains a section for Monitoring Equal Opportunities. Recruitment monitoring is central to the effective implementation of the equal opportunities action plans and ensuring that discriminatory practices are not occurring. Monitoring should include the specific requirements under the Race Relations Act 1976 and also gender and disability. The Monitoring Equal Opportunities section of the application form must be separated from the application form before shortlisting.

## 8. Shortlisting and reference requests

- 8.1 Shortlisting should not begin until after the closing date and should be undertaken by a minimum of two members of the selection panel. The Principal has a responsibility to make sure that:
- Candidates are shortlisted only against agreed criteria from the person specification (weighted as appropriate) using information contained in the application
  - A record of the shortlisting process is made (see [appendix 4](#) shortlisting matrix template)
  - The final selection can be justified
  - Applicants are advised promptly that they have been shortlisted by inviting to interview.
- 8.2 As per Keeping Children Safe in Education (2015) guidance, the selection panel will take up at least two references on each short listed candidate, including internal ones, before interview, so that any issues of concern they raise can be explored further with the referee, and taken up with the candidate at interview. If a candidate for a post working with children is not currently working with children, a reference will be sought from the most recent employment working with children to confirm details of their employment and their reasons for leaving.
- 8.3 Reference requests will ask the referee to confirm:
- the referee's relationship with the candidate;
  - details of the applicant's current post and salary;
  - performance history and conduct;
  - any disciplinary action which may include those where the penalty is "time expired" and relate to the safety and welfare of children;
  - details of any substantiated allegations or concerns relating to the safety and welfare of children;
  - whether the referee has any reservations as to the candidate's suitability to work with children. If so, the school will ask for specific details of the concerns and the reasons why the referee believes the candidate may be unsuitable to work with children.
- See [appendix 5](#) for a template.
- 8.4 The Academy will only accept references obtained directly from the referee and will not accept open references or testimonials. The Academy will compare all references with any information given on the application form. Any discrepancies or inconsistencies in the information will be taken up with the applicant and the relevant referee before any appointment is confirmed.
- 8.5 References are the "property" of the selection panel and strict confidentiality will be observed. Employer testimonials or 'bearer references' i.e. those provided by the candidate and/or marked 'to whom it may concern' will not be accepted. References must be in writing and be specific to the job for which the candidate has applied. The selection panel will not accept references from relatives or people writing solely in the capacity as a friend of the candidate for any post. References will be verified and any discrepancies will be discussed with the candidate at interview.
- 8.6 If the field of applicants is felt to be weak the post may be re-advertised.

## 9. Interviews

- 9.1 It is recommended that applicants should be advised if they are selected for interview at least 5 working days before it is to take place. Consideration should be given to extending this period where the selection process includes other exercises, including preparation of presentation materials.
- 9.2 Letters inviting applicants to interview will include the following information:

- The specific selection arrangements, including the name/position of the interview panel members
- Location and time of the interview
- Timetable/programme for the interview and selection process
- Details of any pre-interview preparation or tasks required of candidates
- Information regarding the availability of equipment e.g. computer display, flip chart
- A contact name and telephone number
- Map and car parking arrangements
- A request for details of any special requirements that will enable candidates to participate fully in the selection process
- The requirement to bring any certificate of qualifications essential for the post
- The requirement to produce identification and if necessary any documents relating to the applicants right to work in the United Kingdom.

See [appendix 6](#) for a template.

9.3 The format, style and duration of the interviews are matters for the Principal to decide in consultation with any interview panel members involved in the process but the following will be adhered to:

9.4 9.4.1 Briefing:

- All candidates will be given relevant information about the school to enable the candidate to make further enquiries about the suitability of the advertised job.

9.4.2 The formal interview:

- Before the interviews the selection panel will agree on the interview format. The questions asked will be aimed at obtaining evidence of how each candidate meets the requirement of the job description and the person specification and each candidate will be assessed against all of the criteria for the post. The same areas of questioning will be covered for each applicant and no questions which would discriminate directly or indirectly on protected characteristics under the Equality Act 2010 will be asked. The selection process for every post, will include exploration of the candidate's understanding of child safeguarding issues. The interview will also include a discussion of any convictions, cautions or pending prosecutions, other than those protected, that the candidate has declared and are relevant to the prospective employment.

9.4.3 Records:

- Interview notes are taken by panel members which will contribute to the decision making process for offer of employment. An accurate record of the selection decision must be kept and any rating system must be justifiable.

9.5 The recruitment documentation will be retained for six months from the date of interview. Under the Data Protection Act 1998, applicants have the right to request access to notes written about them during the recruitment process. After 6 months all information about unsuccessful candidates will be securely destroyed.

## 10. Offer of employment by selection panel

10.1 The offer of employment by the selection panel and acceptance by the candidate is binding on both parties subject to verification of right to work in the UK, qualifications requirements, satisfactory DBS Enhanced Disclosure, teacher prohibition and barred list checks, pre-employment medical screening and satisfactory references. The successful candidate will be informed, normally by offer letter, that the appointment is subject to satisfactory completion of these checks.

10.2 Written particulars will be sent as soon as possible after the offer letter, but at least within 8 weeks after employment has commenced.

- 10.3 Unsuccessful candidates will be advised no later than 3 working days after the successful applicant has accepted the post. They will be offered feedback on their interview. Any complaints relating to the recruitment process and selection procedure from external candidates should be addressed through the Complaints Policy. Internal candidates should address through the Grievance Policy.
- 10.4 When an overseas teacher requires sponsorship the necessary identification documentation has to be completed and passed to the designated person within the Trust to apply to the UKBA. Depending on the status of the overseas teacher the application will be for a “Restricted” or “Unrestricted” Certificate of Sponsorship. When the application has been approved by the UKBA the Certificate of Sponsorship number is passed to the teacher to enable the visa application to be made. Once the teacher has received the visa (leave to remain) this must be copied and kept on the personnel file, DBS register and passed on to the designated person for the records. If the teacher ceases to work for the Trust the designated person must be notified immediately as the sponsorship only relates to employment by the Trust. It is the duty of designated person to inform the UKBA as the teacher will not be able to work in the UK without further sponsorship. Certificates of Sponsorship can be renewed as required within three months of the existing visa’s expiry date. See [appendix 8](#) for a checklist.

**11. Personnel file and single central record**

11.1 Recruitment and selection information for the successful candidate will be retained securely and confidentially for the duration of his/her employment with the school including:

- application form – signed by the applicant
- interview notes – including explanation of any gaps in the employment history
- references – minimum of 2
- proof of identity
- proof of right to work in the UK
- proof of relevant academic qualifications
- Certificate of Good Conduct (where applicable)
- evidence of medical clearance from the Occupational Health service
- evidence of DBS clearance, Barred List and Teacher Prohibition checks
- offer of employment letter and signed contract of employment

See [appendix 9](#) for a checklist of documents to be included in the personnel file.

11.2 The school will maintain a Single Central Record of employment checks in accordance with [Keeping Children Safe in Education](#).

**12. Start of Employment and Induction**

12.1 The pre-employment checks listed in section 8.2 above must be completed before the employee starts work. Exceptions will only be made in circumstances where a risk assessment has been undertaken. Exceptions will never be made in the case of the Barred List and Teacher Prohibition checks.

12.2 A thorough induction will be provided to the candidate in accordance with Brooke Weston Trust’s Staff Induction guidance.

**13. Contractors and Agency Staff**

13.1 Contractors engaged by the Academy and agencies who supply staff to the Academy must complete the same checks which the School completes for its own staff where the frequency or intensive nature of the work undertaken provides them with access to children and young persons. The Academy requires written confirmation that these checks have been completed before employees of the contractor or agency staff can commence work at the Academy. The Academy will independently verify the identity of staff supplied by agencies or contractors. This will not usually apply to delivery and emergency maintenance personnel who are supervised.

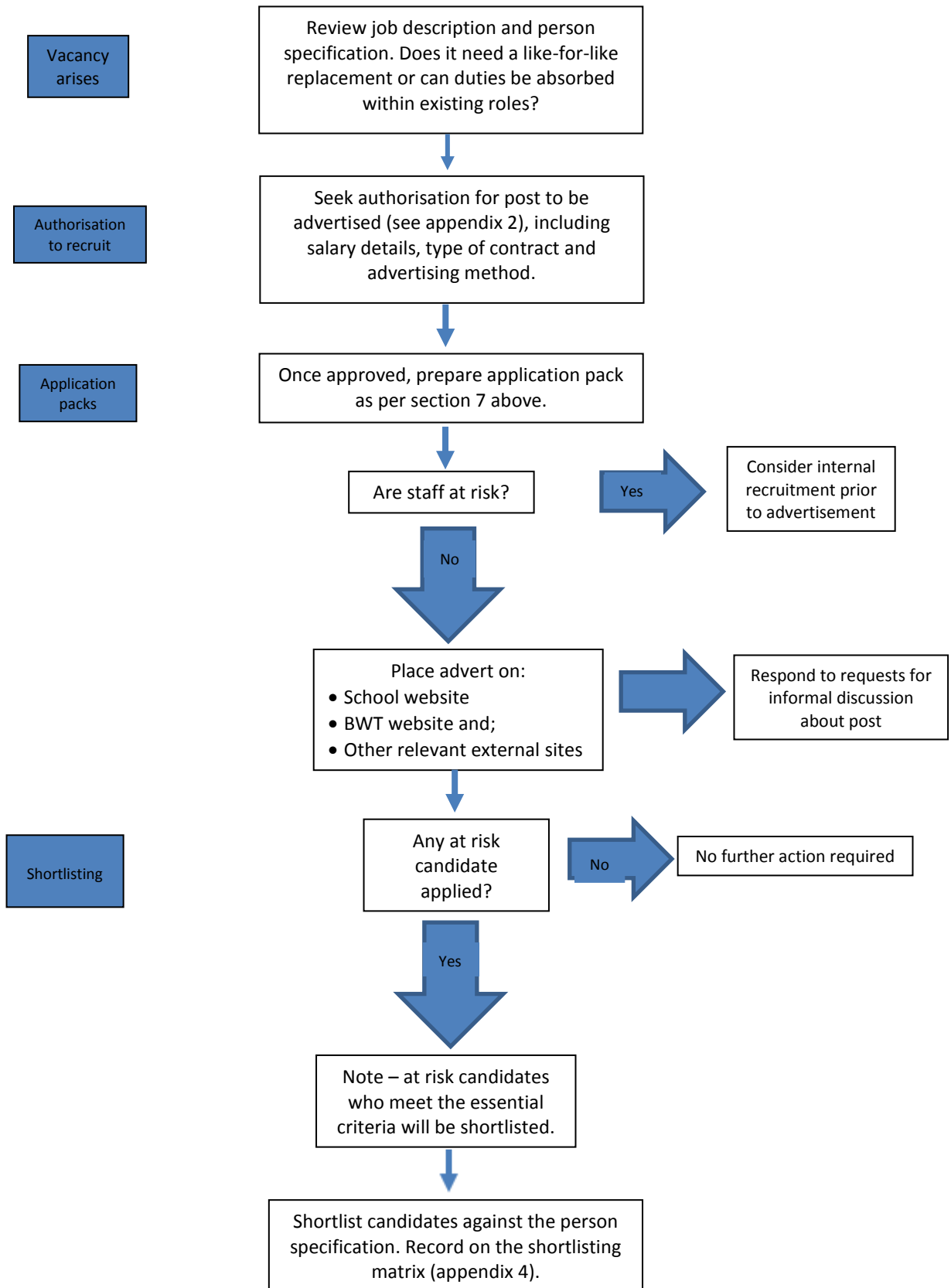
**14. Review of the Policy**

- 14.1** The Trust will review this policy from time to time or on any occasion when it is requested to do so by the Board of Directors.

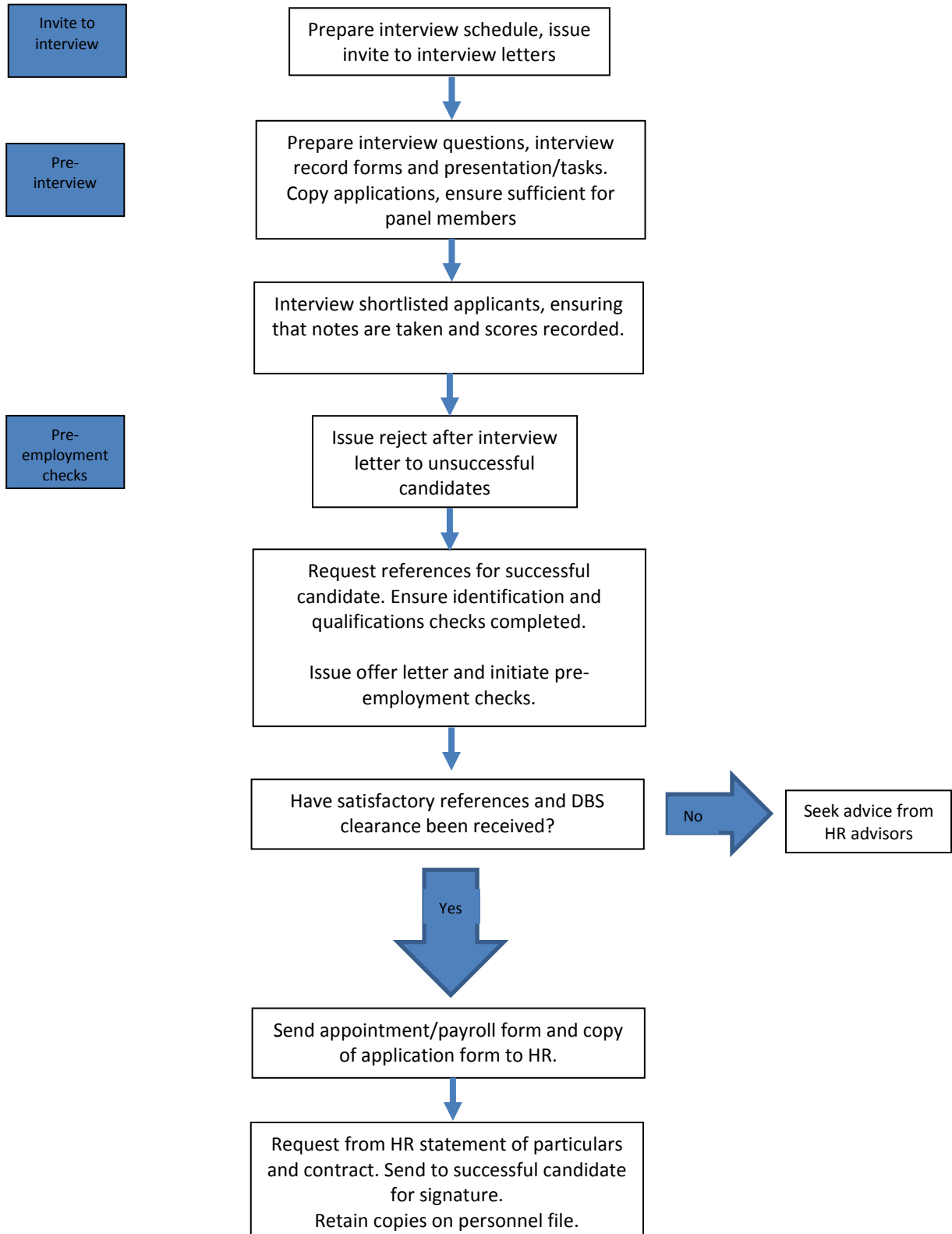


**Appendix 1**

**Recruitment Flowchart**







Appendix 2 – Recruitment Forms

## Form 1 – APPROVAL TO RECRUIT

Please note all fields are mandatory and must be completed – incomplete or unauthorised forms will be returned without action.

Please complete Part A and send it to the Principal to complete Part B.

Part A: Recruitment information							
School:							
Job Title:							
Grade (and TLR):		Hours of work:		Is this: (please tick)	Permanent <input type="checkbox"/> Secondment <input type="checkbox"/> Fixed Term <input type="checkbox"/>	Length of contract: (secondment/FT)	
Advertising method:	Internal <input type="checkbox"/>	External – Free <input type="checkbox"/>	External - Cost <input type="checkbox"/>	Is this: (please tick)	A new post <input type="checkbox"/> Replacement <input type="checkbox"/>		
<b>Business case:</b> (please tell us why you are seeking approval to recruit, including other options that have been considered)							
Part B: Approval							
Recruitment can proceed as planned				Tick correct box			
Recruitment can proceed on a fixed term/temporary basis only				<input type="checkbox"/>			
Recruitment <u>cannot</u> proceed				<input type="checkbox"/>			
<b>Comments if required:</b>							
Principal:				Date			
Senior Finance Manager:				Date			
Executive Principal:				Date			
Finance Director:				Date			

## Form 2 – CHANGING AN EXISTING POST

**Please note all mandatory fields\* must be completed – incomplete or unauthorised forms will be returned without action.**

### 1. CHANGING AN EXISTING POST

School:			
Post title *		Date* change effective from:	

#### 1a. Changing grade of job after job evaluation

Job name		Job reference no.	
Grade		Date of Job Evaluation Panel	

<b>1b. Extending a fixed term post</b>	<b>Date change effective to*:</b>
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#### 1c. Changing line management of post

New Line Manager:

If this change impacts on the line management of any other employees, please complete the details below:

Employees':

New Line Manager for the above employees:

#### 1d. Increasing/Decreasing Hours of Post

Current Hours		New Hours	
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#### 1e. Change of current Post Title

Current Post Title	
New Post Title	

#### Justification for change for authorisation approval.

#### Budget/Finance

Please indicate the funding source for this post: \_\_\_\_\_

If funding is temporary, please indicate end date: \_\_\_\_\_

Principal:		Date	
Senior Finance Manager:		Date	
Executive Principal:		Date	
Finance Director:		Date	

**Form 3 – REWARDING AN EMPLOYEE FOR ADDITIONAL DUTIES/  
OUTSTANDING PERFORMANCE**

This form should be used for requesting an honoraria payment/overtime payment/acting payments.

Please note: all fields\* must be completed – incomplete forms will be returned without action

**EMPLOYEE DETAILS – to be completed for Sections A and B**

School			
Employee Name*		Job Title	

**SECTION A – HONORARIA/OVERTIME PAYMENT**

**1. BUSINESS CASE**

**Honoraria payments are one-off payments**

Amount of honoraria/overtime payment*	£
Outline the reason and period of time the payment is intended to cover, and also the service and customer benefits of the employee’s work that has led to the request for a payment*	
Outline the process applied to identify the employee for which the payment is requested*	
Indicate any alternative strategies considered to avoid the need for a payment*	
Indicate the potential impact on other employees of awarding this payment*	

**2. INFORMATION BUDGET MANAGERS MUST PROVIDE TO FINANCE**

Please indicate the funding source for this payment:

If you are using funding from a post you want to hold temporarily vacant – please indicate the post you want to be frozen to release the funding:

If you are using Grant funding or Income generation for this post, please provide evidence of this funding/confirmation of grant funding on submission of this form.

**3. AUTHORISATION**

Executive Principal	Print:	Sign:	Date:
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**4. AUTHORISATION (for honoraria payment of over £500)**

Finance Director confirming funding available	Print:	Sign:	Date:
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### SECTION B – ACTING UP PAYMENTS

#### 1. BUSINESS CASE

Acting up payments may be shared between two or more employees. Employees who undertake part of the duties will receive a 'partial' acting-up allowance.

Outline the reason and period of time the acting-up payment is intended to cover*			
Outline the service and customer benefits of this acting-up arrangement*			
Outline the process applied to identify potential employee/s who will be acting-up*			
Indicate any alternative strategies considered to avoid the need for an acting-up arrangement*			
Indicate the potential impact on other employees of this acting-up arrangement*			
Current Grade*		Acting-up grade*	
Percentage of grade to be paid*		Total amount to be paid*	

#### 2. AUTHORISATION

##### Approved

Line Manager	Print:	Sign:	Date:
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##### Authorised:

Principal	Print:	Sign:	Date:
Senior Finance Manager	Print:	Sign:	Date:
Executive Principal	Print:	Sign:	Date:
Finance Director	Print:	Sign:	Date:

## Appendix 3 – Vacancy Advert

### Brooke Weston Trust

[POST TITLE]

[LOCATION]

[SALARY DETAILS] depending on experience/negotiable

[X] day(s) per week, [X] weeks per year

The aim of the Brooke Weston Trust is to develop education for the public good. The Trust provides experiences for young people matched to their needs, which together with an ethos of high expectations, leads to high levels of achievement and personal development. The Trust currently runs five secondary academies and five primary academies all based in the East Midlands and North Cambridgeshire.

[INSERT DETAILS OF SCHOOL, IF APPLICABLE]

This post is an exciting opportunity for: [INSERT DETAILS OF POST]

The successful candidate will:

- 
- 
- 

If you think you can contribute to our organisation we welcome your application. Applicants are required to complete an application form as CVs will not be accepted. **For further information about how to apply, or to arrange an informal discussion about this role with the [line manager details], please contact [line manager details].**

T:  
E:  
W:

Closing date: [INSERT]

Interview date(s): [INSERT]

Please be aware that if you have not heard from us within two weeks of the closing date your application has on this occasion, been unsuccessful.

***Care and respect for others are the values that lie at the heart of our Trust. The Trust is an Equal Opportunities employer and is committed to safeguarding and promoting the welfare of young people. It expects all staff to share this commitment. All posts working with children and young people will be subject to an enhanced disclosures barring service check.***

## Appendix 4 – Shortlisting Form template

### Shortlisting for Interview

Name		Date	
Post		School	

For each applicant please indicate whether they meet the published selection criteria (please use a tick/cross system). It may appropriate to assess some of the criteria at interview only (e.g. interpersonal skills). In the final column, please indicate whether the candidate should be invited to interview. The applicant must meet **80%** of the criteria as listed in the person specification.

Applicant	Criteria 1	Criteria 2	Criteria 3	Criteria 4	Criteria 5	Criteria 6	Criteria 7	Criteria 8	Criteria 9	Criteria 10	Criteria 11	Criteria 12	Invite to interview?
	Education and Qualifications			Experience			Skills			Personal Qualities			%
	English and Mathematics GCSE or equivalent	Commitment to personal/professional development											
Candidate 1													
Candidate 2													
Candidate 3													
Candidate 4													
Candidate 5													



## Appendix 5 – Candidate Reference Form

### Candidate Questionnaire

Candidate's Name		Position Applied For	
Suitability of the candidate to undertake the duties of this post			

	Outstanding	Good	Satisfactory	Inadequate
Ability to lead, provide vision and command respect.				
Ability to innovate and provide a focus for improvement.				
Tenacity and ability to get things done.				
Personal impact and presence.				
Ability to motivate and inspire others.				
Ability to think creatively and make sound professional judgements.				
Punctuality				

Please tick			
	If you were seeking to recruit a similar post, would you go out of your way to appoint this candidate?		Would you be happy to appoint this candidate?
	Would you be prepared to appoint this candidate if there was no better candidate available?		Would you be unlikely to appoint this candidate?

Please detail any known Child Protection allegations/concerns/disciplinary action raised regarding the candidate. If so please detail the outcome of any investigation(s), the conclusion to the investigation(s) and how the matter was resolved:

Name of person completing this reference form			
Length of time you have known/worked with the candidate			
Relationship to candidate			
Signed		Date	
Position			

## Appendix 6 – Invite to Interview template

Ref: *[insert code]*

*[Insert name]*

*[Insert address]*

*[Insert address]*

*[Insert address]*

*[Insert address]*

Dear *[insert name]*

I am pleased to invite you for interview for the post of *[post title]* on *[date]* at *[time]* at *[place]*. On arrival you will be welcomed by *[name]*.

Please find enclosed directions to the school and a programme for the interview. If, following interview, you are made an offer of employment then it will be conditional and subject to confirmation of:

- Two satisfactory references – references will normally be requested prior to the interview taking place. Where you have specifically indicated that you have not given consent to contact a referee prior to interview then the reference will only be taken up if you are successful at interview.
- Right to work in the UK
- Barred List and DBS Clearance
- Pre-Employment Health Clearance
- Qualifications
- Disqualification and Disqualification by Association Clearance (if relevant)
- Prohibition Order Clearance (teachers only)
- Full clean driving licence (only applicable to posts that require driving)

In the event that you are successful at interview, we will require further information, therefore please bring with you in a sealed envelope the following:

- Original copies of qualifications which you have declared as part of your application and which are an essential requirement for the role
- Relevant documentation to confirm your right to work in the UK
- A recent utilities bill or other form of verification of your current address
- The completed *[Disclosure of Criminal Record Form]* *[Criminal Convictions Disclosure and Disqualification Declaration Form]* (copy enclosed)
- Notification of any relationship with any pupil, employee or governor or trustee
- Details of any child protection investigation that you may have been subject to. Please include circumstances and the outcome including any orders or conditions.

The information collected at interview will be used in compliance with the Data Protection Regulations. By supplying information, you are giving your consent, if appointed, to the information being processed for all employment purposes as defined by statute. When the recruitment process is completed, your information will be stored securely for a maximum of six months then securely destroyed, save where you are employed as a result of this recruitment process.

Should you have any specific requirements relating to a disability or dietary needs please let us know.

Please confirm that you will be attending the interview by [\[confirmation arrangements\]](#).

Yours sincerely,

*[insert name]*

*[insert title]*

*[insert school/organisation]*

## Appendix 7 – Offer Letter template

Ref: *[insert code]*

*[Insert name]*

*[Insert address]*

*[Insert address]*

*[Insert address]*

*[Insert address]*

Dear *[insert name]*

Following your interview with *[insert name]* on *[insert date]* I am very pleased to offer you a *[full time] [part-time/ number of hours]* position at *[insert name of School/Academy]* as *[insert name of role]* on a salary of *[insert amount]* a year. The position is *[permanent] [temporary until insert end date]*.

We agreed at interview that *[insert any conditions discussed such as working pattern (subject to operational requirements) for part timers, annual leave etc.]*.

A contract of employment will be sent to you in the near future but in the meantime if you have any queries regarding the post please contact *[insert name]*.

This offer is subject to all of the following conditions:

### (a) References

Receipt by us of two references, which we consider satisfactory, from former employers; one of which must be from your current employer and/or your most recent employment working with children. Other suitable referees may be acceptable if you cannot fulfil this requirement. Friends and relatives are not acceptable. Normally references will have been requested prior to interview unless you had specifically requested otherwise.

### (b) Right to Work in the UK

You will have been asked to provide evidence of proof of right to work in the UK at interview. If you have yet to provide this information, you must show us your current passport (which we will then copy and return to you). If you do not hold a British passport, a passport from a country within the European Economic Area (EEA), or an endorsed passport from a non-EEA country which gives you the right to work in the UK, then we will need to see one or more additional documents as per the list provided to you.

### (c) Barred List and DBS Check

A check which will be undertaken by EPM, the School's HR provider, that you are not barred from working with children.

We require a satisfactory Enhanced Disclosure & Barring Service (DBS) check. Please contact *[insert name and contact number]* to arrange to come in to School as soon as possible to complete the DBS check. You will need to bring original documents with you to confirm your identity. Please find enclosed further information and a list of acceptable identification documents, including your date of birth and current address. The most common acceptable documents are:

- a current valid UK or EEA passport, or non EEA passport in combination with a Biometric Residence Permit/ Visa); along with
- a UK photo card driving licence or a UK/Channel Islands Birth Certificate (both if you do not have the above); along with

- proof of your current address in the form of a UK Bank **or** Building Society **or** Credit Card Statement, **or** a Utility Bill (not mobile telephone) that is less than 3 months old, **or** a UK Mortgage **or** Council Tax **or** P45/P60 Statement that is less than 12 months old.

You may wish to consider registering for the Disclosure and Barring Service Update service which will allow you to keep your DBS certificate up to date and allow employers to check a DBS certificate promptly. You can register for the update service via <https://www.gov.uk/dbs-update-service> with a registration cost of £13.

Please inform *[insert name]* of the documents that you intend to bring with you. In the absence of any of the above documents *[insert name]* will advise you regarding alternative documents that may be used.

## **(d) Pre-Employment Health Check**

A satisfactory pre-employment health check *[insert instructions for completing the Pre-Employment Health Questionnaire]*

## **(e) Qualifications**

You will have been asked to provide evidence of relevant qualifications. If you have yet to provide this information, you must show that you hold the following qualification(s) *[insert list]*

## **(f) Disqualification**

*You will have been asked to complete the Disqualification and Disqualification by Association Declaration Form in accordance with the provisions of The Childcare Act 2006 and The Childcare (Disqualification) Regulations 2009. If you have yet to do so, you must complete this form and return to *[insert name]*.*

## **(g) Prohibition Order (teachers only)**

Confirmation from EPM, our HR provider that you are not subject to a teacher's prohibition order. The offer of employment will be withdrawn if any of the above conditions are not satisfied.

## **(h) Other Pre-Employment Information**

Please complete and return the paperwork below as soon as possible:

- Emergency contact details form (enclosed)
- Bank details form (enclosed)
- HMRC Starter Checklist form if you do not have a P45

I very much hope that you will accept this offer of employment. If you wish to do so, please sign the enclosed copy of this letter and return it to me. This offer is open for you to accept until *[insert date]*, at which time it will be deemed to be withdrawn. I look forward to hearing from you and welcoming you to the *[school/academy]* in due course.

Yours sincerely

*[insert name]*

*[insert title]*

*[insert school/organisation]*

## Appendix 8 - Certificates of Sponsorship checklist

<b>Personal Details</b>	
Last Name:	
First Name(s):	
Date of Birth:	
Gender:	
Nationality:	
Place <u>and</u> country of birth:	
Home address, including post code/Zip code:	
Telephone Number:	Mobile Number:
<b>Passport Details</b>	
Passport Number:	
Issue Date:	
Expiry Date:	
Place of issue of passport:	
<b>Identification details</b>	
UK National Insurance Number:	
National ID card number:	
Employee Number:	
<b>Work Details</b>	
Job title:	
Summary of job description:	
Is the vacancy <b>'at or above graduate level'</b> ?	
Main work address:	
Work start date:	
End date:	
Total weekly hours of work:	
Gross annual pay (sterling):	
Details of any allowances paid:	
<b>Entry Conditions</b>	
Does the migrant need to leave and re-enter the UK during the period of approval?	
Was the migrant sourced through agent? If so, agency name and address required, including the name of the individual contact at the agency:	
Is the job on a client contract?:	
If so summary of client contract required:	
Is the job on the shortage occupation list?:	
If not, has the resident labour market test been met – details of when <u>and</u> where advertisement placements required:	
Registration details if there is a legal requirement for the migrant to be registered with a professional or other official organisation in the UK:	

### Appendix 9 – Personnel file checklist

<b>Employee name:</b>		<b>Start date:</b>	
<b>Job title:</b>		<b>Department:</b>	
<b>Job detail</b>			
Copy of job description and person specification		<b>Requested</b>	<b>Complete</b>
Application form			
Interview notes			
BWT recruitment form			
<b>Safeguarding</b>			
Permission to work in the UK is N/A or held			
Copy of DBS interview disclosure form			
Copy of Trust Safeguarding Policy & KCSIE issued and slip returned			
2 references received      1 <input type="checkbox"/> 2 <input type="checkbox"/>			
Heales medical clearance    sent <input type="checkbox"/> received <input type="checkbox"/>			
List 99 clearance			
Prohibition check			
DBS clearance			
DBS certificate seen and recorded on DBS website & SCR			
Qualifications verified & checked against application			
Copy of passport taken for file			
<b>Appointment Documentation</b>			
Appointment letter            sent <input type="checkbox"/> received <input type="checkbox"/>			
New starter information passed to payroll			
Added to single central record & CMIS			
Send EPM a scanned copy of offer letter and application form			
Contract received from EPM			
Staff Data Capture form completed / uploaded on CMIS			
Resignation letter            received <input type="checkbox"/> acknowledged <input type="checkbox"/>			
<b>Forms</b>			
Contract 'statement of acceptance' signed			
Signed Payroll Information			
Signed Acceptable Internet Use			
HMRC Starter checklist			
P45/P46 requested for finance			
Induction checklist			
<b>General</b>			
Photograph included in file			
Inform of LGPS ( <a href="http://pensions.northamptonshire.gov.uk">pensions.northamptonshire.gov.uk</a> )			
<b>File completed by:</b>		<b>Date:</b>	