



Application Form and Recruitment Process Guidelines for Applicants

- **All applicants must complete all sections of the application form.**
- **CVs will not be accepted in substitution for completed application forms.**
- **Incomplete applications are likely to be rejected at the short-listing stage**
- NMS makes every effort to comply with all relevant legislation.
- Applicants will be selected for interview on the basis of the details provided in the application form.
- You should ensure that you complete all sections in full e.g. all qualifications and relevant skills, knowledge and experience.
- Applicants should be aware that this post in the school falls into the definition of "regulated activity".
- Any convictions, cautions, reprimands or final warnings that are not "protected" as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended) must be declared, see application form.
- The existence or otherwise of a criminal record will be checked through the Disclosure and Barring Service for all successful applicants.
- We will seek references for all applicants who are shortlisted for interview. please indicate on the application form if you would prefer us not to contact your current employer until later in the recruitment process. As this would be unusual for teachers, we ask that teaching applicants contact HR to explain the reason for this request.
- If you are currently working with children, on either a paid or voluntary basis, your current employer will be asked about disciplinary offences, including disciplinary offences relating to children or young persons, and whether there have been any child protection allegations or concerns about you, and if so the outcome of any disciplinary procedure. On receipt of a written reference your previous employer may be asked for further information during a telephone call where this is considered desirable. Details of allegations in relation to child protection matters that have not been substantiated, or are unfounded, or malicious, will not be sought. If you are not currently working with children but have done so in the past, that previous employer will be asked about those issues. Where neither your current nor previous employment has involved working with children, your current employer will still be asked about your suitability to work with children, although they may, where appropriate, answer "not applicable" if your duties have not brought you into contact with children or young people.
- You should be aware that the provision of false information could result in the application being rejected or summary dismissal if you are appointed to the position. In addition, if you are barred from working with children you will be breaking the law if you work or volunteer to work with children.

Invitation to Interview

- If you are invited to interview you will receive an email outlining who will carry out the interview and the format the interview will take.
- The interviewer/s will explore your skills, knowledge and experience and your suitability to work with children.
- All applicants invited to interview must bring original documents confirming any educational and professional qualifications that are necessary or relevant for the post (e.g. the original or certified copy of certificate diplomas etc.). Where originals or certified copies are not available for the successful candidate, written confirmation of the relevant qualifications will need to be obtained by the applicant from the awarding body before we will be able to confirm appointment.

- All candidates invited to interview will also be required to produce original documents to prove their identity, right to work in the UK and address. Further details will be provided to selected applicants when they are being advised of the interview date.
- All candidates invited to interview will go through a social media check by someone from Head Office who is not involved in the selection process. Any information found to be unsuitable for someone working in a school will be highlighted to the candidate.
- All candidates who are not successful at interview will receive an email advising them of this.

Conditional Offer of Appointment: Pre-Appointment Checks

- Any offer of employment to a successful candidate will be conditional upon:
- Receipt of at least two references which are satisfactory to NMS (if these have not already been received). Copies of written references provided by candidates which have been obtained from a previous employer, will not be accepted.
- Verification of identity; photographic ID and proof of address will need to be seen, including birth certificate if employed from September 2022.
- Verification of your right to work in the UK. • Verification of qualification(s); original copies of certificates etc, if not previously obtained.
- For teaching staff the school carries out a check of the Barred List, and the Prohibited List.
- A satisfactory Enhanced check through the Disclosure and Barring Service. • Verification of professional status, where applicable.
- For teaching posts verification of successful completion of the statutory induction period (applicable to those who obtained QTS after 7 May 1999)
- Where the successful candidate has worked or been resident overseas in the previous ten years, such checks and confirmations as the school may be required to undertake in accordance with statutory guidance.
- Verification of fitness to work in a school environment, including medical fitness.
- Appropriate child protection and safeguarding training
- Satisfactory completion of the probationary period – usually 2 terms, or 6 months

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