

Annex A

Applications under Safe Recruitment Process Explanatory Note

The College is committed to safeguarding and promoting the welfare of vulnerable adults, young adults and children, including the Choristers and Probationers from St John's College school, who sing in the College Choir. This requires certain roles within the College to be recruited to in accordance with a specific safe recruitment process. The post you have applied for falls into this category.

Application Form

Applications will only be accepted from candidates completing the Safeguarding Application Form in full. CVs will not be accepted in substitution for completed Application Forms.

The post you have applied for will involve some degree of responsibility for safeguarding the welfare of vulnerable adults, young adults and children, in particular the Choristers and Probationers. The extent of that responsibility will vary according to the nature of the position held. Please see the job description for the post.

Accordingly the post you are applying for is exempt from the *Rehabilitation of Offenders Act 1974* and therefore all *convictions, cautions, reprimands or final warnings that are not "protected" as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013) by SI 2013 1198 must be declared.*

The successful applicant will be required to complete an Enhanced Disclosure & Barring Service check.

We will seek three references on the successful candidate, including references from previous employers, for information to verify particular experience or qualifications prior to confirmation into the appointment.

If you are currently working with vulnerable adults, young adults or children, on either a paid or voluntary basis, your current employer will be asked about disciplinary offences, including disciplinary offences relating to vulnerable adults, young adults or children (whether the disciplinary sanction is current or time expired), and whether you have been the subject of any child protection allegations or concerns and if so the outcome of any enquiry or disciplinary procedure. If you are not currently working with vulnerable adults, young adults or 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 vulnerable adults, young adults or children, your current employer will still be asked about your suitability to work with vulnerable adults, young adults and children, although it may, where appropriate, answer 'not applicable' if your duties have not brought you into contact with vulnerable adults, young adults or children.

You should be aware that provision of false information is an offence and could result in the application being rejected or summary dismissal, if the applicant has been selected, and possible referral to the police and/or the Disclosure and Barring Service.

Invitation to Interview

If you are invited to interview this will be conducted in person and the areas which it will explore will include suitability to work with vulnerable adults, young adults and children.

All candidates invited to interview must bring original documents proving their eligibility to work in the UK. A list of documents that provide this evidence will be provided with the invitation to interview.

Conditional Offer of Appointment: Pre-Appointment Checks

Any offer to a successful candidate will be conditional upon:

- receipt of at least three satisfactory references
- verification of eligibility to work in the UK
- verification of identity (ie a full birth certificate)
- verification of qualifications and career history confirming any educational and professional qualifications that are necessary or relevant for the post (e.g. the original or certified copy of certificates, diplomas etc). Where originals or certified copies are not available for the successful candidate, written confirmation of the relevant qualifications must be obtained from the awarding body
- verification of professional status (where appropriate)
- a utility bill or financial statement showing the candidate's current name and address (less than three months old)
- where appropriate any documentation evidencing a change of name
- a current (provisional) driving licence(including both photocard and paper counterpart where one is issued) - if relevant to the role applied for
- a check of the Children's Barred List held by the Disclosure & Barring Service
- a satisfactory Enhanced DBS Certificate
- where the successful candidate has worked or been resident overseas within the last three years, a satisfactory response to an overseas police check will be required
- completed Work Health Declaration form

Please note that originals of any documentation referred to above are necessary. Photocopies or certified copies are not sufficient.

WARNING

Where a candidate is:

- found to be on the Children's Barred List, or the DBS check shows s/he has been disqualified from working with vulnerable adults, young adults or children by a Court; or
- found to have provided false information in, or in support of, his/her application; or
- the subject of serious expressions of concern as to his/her suitability to work with children

the facts will be reported to the Police and/or the Disclosure and Barring Service.