



Applying for a post at d'Overbroeck's – notes for applicants

Thank you very much your interest in applying for a post at d'Overbroeck's. These notes are designed to explain the application and selection process, and to point you towards other documents that you should read before submitting your application.

One of our aims as a school is to create a strong sense of community and a vibrant educational environment in which students and staff work together happily and productively. For a statement of the aims and ethos at d'Overbroeck's, please see <https://www.doverbroecks.com/home/warm-welcome-from-the-principal/>

DATA PROTECTION ACT

Under the Data Protection Act 1998 your consent is required to process the information you have supplied for the purposes of recruitment and selection. The information required is necessary for selection purposes and will be used by our school for the selection and verification process in connection with any vacancy that arises. Under the Data Protection Act 1998 you have the right of access to any electronically and/or manually held information. By signing the declaration at the end of our application forms, you give permission for your details to be used in this way.

GENERAL DATA PROTECTION REGULATION (GDPR)

As a 'data controller' under data protection law, d'Overbroeck's takes legal responsibility seriously and complies with the Data Protection Act 2018 (as above) and the new General Data Protection Regulation.

Your attention is drawn to the following document which you should read before submitting your application:

<https://www.doverbroecks.com/recruitment-and-staff-data-protection/>

SUBMITTING YOUR APPLICATION

The application documents that you send us will be a key part of the selection process and can determine whether or not your application is shortlisted for interview.

Please ensure you send us:

1. A fully completed and signed d'Overbroeck's Application Form.

Please note that there are two versions of the Application Form depending on whether you are applying for a teaching or a non-teaching post. Both can be downloaded from the website: <https://www.doverbroecks.com/vacancies/>

2. A full CV.
3. A covering letter.

- Please note that we will not normally consider an application if we do not receive all of these three documents.
- Please note also that if you have submitted an application form completed on line, you must bring a signed paper copy of your application form with you when you come for interview.

Before submitting your application, we ask that you read the Post Details carefully and ensure that you express, in detail, all the skills, qualifications and experience that you have and you believe are relevant to the specific position for which you are applying.

REFERENCES

- **If you are applying for a teaching post** (including a teaching assistant position)

You must give the names and contact details of three people whom we may contact for references. One of these must be your current head teacher. If you have recently moved schools, you will need also to provide details of your previous head teacher.

- **If you are applying for a non-teaching post**

You must give the names of two people whom we may contact for references. One of these must be your present or most recent employer.

If you are currently working in a school or other educational establishment, or if you have recently worked in one, then we ask that one of your nominated referees be the head teacher – or your line manager if that is more appropriate.

If you are a recent school or college leaver one of your referees must be one of your recent teachers or lecturers.

When will we write to your referees?

Ideally, we would want like to seek references for our shortlisted candidates prior to interview. However, we appreciate that you may not wish your current employer to be contacted prior to the first interview. If this is the case, you will have the opportunity to indicate this on the application form. Please do so clearly.

If you are to be invited for a second interview, then we will, as a matter of course, need to ask for any outstanding references before the date of the second interview.

Please also note that:

- In all cases, written references will be sought directly from the referee; we will then contact the referee directly to authenticate the reference and, where necessary, to clarify any discrepancies or anomalies.
- Where necessary, and as a school with clear safeguarding responsibilities, previous employers who have not been named as referees may be contacted in order to clarify any such anomalies or discrepancies.
- Please note that we would not normally accept references from friends or relatives, or open references addressed 'to whom it may concern'.

What questions do we ask the reference providers?

Our standard reference request form include specific questions about the following:

- The applicant's suitability to work with children and young people;
- Any substantiated allegations;
- Any disciplinary warnings, including time-expired warnings, relating to the safeguarding of children and young people;
- The applicant's current (or most recent) post and salary;
- The applicant's attendance record; • The applicant's disciplinary record.

SAFER RECRUITMENT

As a school, we are committed the safeguarding and promoting the welfare of all our students, and this is a responsibility which is shared by all members of staff at d'Overbroeck's. The procedures that we follow when selecting and making staff appointments are designed to comply with the latest requirements and guidance for schools.

As part of our Safer Recruitment procedures:

- We will conduct all the necessary pre-employment checks including an enhanced DBS check. For more detail, please see the section on Employment Checks below.
- At least one member of the selection panel will have successfully completed training in safer recruitment in the last five years.

Your attention is drawn to the following documents which you should read before submitting your application:

- Our Safer Recruitment Policy https://www.doverbroecks.com/safer_recruitment_policy/
- Our Safeguarding Policy <https://www.doverbroecks.com/safeguarding-and-promoting-the-welfare-of-children/>
- The Code of Conduct for Staff at d'Overbroeck's <https://www.doverbroecks.com/code-of-conduct-for-staff/>

EMPLOYMENT CHECKS

An offer of employment will be conditional and all successful candidates will be required to:

- Provide proof of identity;
- Complete an enhanced DBS application and receive satisfactory clearance;
- Where appropriate, provide proof of professional status;
- Provide original certificates / proof of qualifications;
- Provide proof of eligibility to live and work in the UK;
- Complete a confidential Health Questionnaire which is sent with the offer of employment and which must be returned at the same time as the signed contract. Among other things, prospective employees will be asked to confirm (or otherwise) that they are mentally and physically fit to carry out the responsibilities associated with the post.

Please note also that:

- All appointed staff will, as a matter of course, be checked against the 'Barred List' around the same time as applying for a DBS check;
- Candidates for teaching posts will also be checked against the Prohibited List before the appointment is confirmed;
- The offer of employment may be withdrawn if, upon receipt and scrutiny of the Health Questionnaire, the school concludes that a declared medical condition indicates that the candidate will not be able to perform the duties of the post satisfactorily;
- All checks will be documented and recorded on the Single Central Register of appointments.

All relevant documents will be retained on the personnel file and will be followed up if they are unsatisfactory or if there are any discrepancies in the information received;

- Newly appointed members of staff may commence their employment once all checks and procedures are satisfactorily completed.

If you have any further questions, please don't hesitate to contact our HR department by emailing HR@doverbroecks.com or telephoning us on 01865 888892.

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