

# **Nottinghamshire School Recruitment & Selection Toolkit**

**TOOLKIT FOR HEADTEACHERS  
AND GOVERNING BODIES**

**November 2021**

**HR Advice, Support and Training Services**

## School Recruitment and Selection Policy – Toolkit contents

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## **Appendix 1 –Equal Opportunities Policy statement**

Nottinghamshire County Council, together with the recognised trade unions, is committed to the development of positive policies to promote equal opportunities in employment and in the delivery of our services, regardless of age, disability, gender reassignment, race, religion or belief, sex, sexual orientation, marriage and civil partnership, pregnancy and maternity or trade union membership status. This commitment will apply to recruitment and selection practices, training and development, promotion and in the application of national and local agreements in respect of pay and conditions of service.

The operation of this policy is monitored and reviewed periodically through established joint consultation procedures with staff and trade unions. If any employee considers that she or he is the subject of unequal treatment on any of the above grounds, a complaint may be made through the agreed procedures for dealing with grievances.

## Appendix 2 - Safeguarding Children Policy Statement

Nottinghamshire County Council is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults. We will respond robustly to all concerns about the safety and welfare of children, young people and vulnerable adults that are reported to us. This commitment applies equally to children and young people that we work with directly and those that we come into contact with. We expect all staff and volunteers to share this commitment.

### Safeguarding and Promoting the welfare of Children

Safeguarding and promoting the welfare of children is defined as:

- Protecting children from harm;
- Preventing impairment of children's health or development;
- Ensuring that children are growing up in circumstances consistent with the provision of safe and effective care; and
- Undertaking that role so as to enable those children to have optimum life chances and to enter adulthood successfully.

Child protection is a key element in work to safeguard and promote the welfare of children. Child Protection refers to work undertaken with children identified as being at risk of significant harm.

All those who come into contact with children and families in their everyday work, including practitioners who do not have a specific role in relation to safeguarding children, have a duty to safeguard and promote the welfare of children. If you have a specific role in relation to safeguarding children, this issue will be covered with you fully in your induction and form part of your ongoing professional development and training. If you do not have a specific safeguarding responsibility you are likely to be involved in one of three main ways:

- You may have concerns about a child, in which case they must be referred to children's social care or the police. School staff (both teaching and support staff) should be made aware of the local procedures to be followed for reporting concerns about a particular child. This will normally be via the school's designated officer or their nominated deputy or if neither are available, another senior member of the school's staff. In emergencies, however, contact the police direct;
- You may be approached by children's social care and asked to provide information about a child or family or to be involved in an assessment. This may happen regardless of who made the referral to children's social care;
- You may be asked to provide help or a specific service to the child or a member of their family as part of an agreed plan and contribute to the reviewing of the child's progress.

If your job does not involve direct work with children and families, you are still required to bring to the attention of the appropriate authorities any concerns that you may have in relation to children. The contact details for Children's Social Care teams are set out below.

The government have produced guidance that outlines these responsibilities in more detail. For staff with Internet access the link below will take you to this document. Paper copies will be provided for staff without Internet access. [KCSIE](#)

All staff are required to read this document and make sure that they are clear about what is required of them during their induction period. If, having read the document, you have any queries please discuss these with your line manager.

If you have concerns about the safety or welfare of a child, you must follow the steps set out above. If you wish to discuss your concerns with a social worker, please contact the reception and assessment duty social worker in the area the child lives. If you are not sure where the child lives please contact any of the numbers below and the duty social worker will still assist.

All new referrals must go through to the MASH team (multi agency safeguarding hub), telephone 0300 500 8090.

## Appendix 3 – Summary of the Recruitment & Selection Process

1. Identify job vacancy/new post. Determine if it can be filled internally or to mitigate a redundancy
2. Determine if need to fill the vacancy. If need to fill – carefully check/update/compile the job description and person specification and determine grade to appoint on. Ensure all support staff posts are subject to the [school job evaluation scheme](#) prior to commencing appointment process. Ensure all proposed grades and pay ranges (teaching and support) comply with the schools pay policy.
3. Confirm the interview panel, one of whom should have received appropriate safeguarding training.
4. Plan recruitment process and timescale.
5. Prepare information for applicants.
6. Compile and place advertisement, include safeguarding statement and DBS requirements.
7. Send out information pack including the application form and reference requirements.
8. Organise the receipt and acknowledgement of all applications. Scrutinise the completed application forms for gaps and discrepancies, shortlist applicants.
9.
  - a) Request references from suitable sources for all short-listed applicants, using specific pro forma and questions. Please ensure that references are obtained from the current or most recent employer.
  - b) Check and scrutinise on receipt, follow up with applicant if necessary.
10. Decide on selection activities, interview questions and assessment criteria agreed by interview panel
11. Invitation to interview stating all relevant information and instructions.
12. Interview procedures - panel explores applicants' suitability for work with children as well as for the specific post.
13. Conditional offer of appointment made after identity and qualifications confirmed and must be subject to further pre-appointment checks.
14. Confirmation of appointment to successful candidate.
15. Notify all unsuccessful candidates. Offer a debrief to all candidates.
16. Recruitment and vetting checks satisfactorily completed and recorded by the school and added to the single central record.
17. Confirm details of appointment to HR Service Business Support Centre (BSC).
19. Prepare and implement appropriate induction process/probation period.

## Appendix 4 – Person Specification

School:.....

Post Title:.....

Date:.....

CATEGORY/ITEM	ESSENTIAL	DESIRABLE	EVIDENCE	WEIGHTING (High = 2 Low = 1)
Qualifications				
Experience Education and Training				
Knowledge and understanding				
Skills/Aptitudes				
Personal Attributes				
<b>Specific requirements</b> - Suitability to work with children				

## **Appendix 5 – Standard Application Forms for School Staff**

The application forms for school vacancies have been updated and there are now two forms only, one for support staff and one for teaching posts (including deputy head and head teacher posts) .

The forms are on the School Portal under [Policies and Procedures/ Safer Recruitment/ Recruitment and Selection](#) and are also on the Local Authority tab under Business Support Centre/Job application forms.

The new forms have been carefully considered in accordance with the requirements of statutory guidance and recent regulations and therefore some of the information on old versions of the application forms will now be incorrect or out of date. Please could schools delete or destroy any old versions of the school application form and use these two new forms.

## Appendix 6 – Information for applicants – Introductory letter

Dear [name],

Thank you for your interest in the post of .... at... school. Please find enclosed an application form and relevant information relating to this post:

*Schools should include (Job Description/Person specification/Application form and guidance notes/Terms and Conditions of the post (working hours/pay band/all year/TTO)/School information/Safeguarding policy/Date of interview (details of the interview process can be given at a later stage to shortlisted candidates only)*

If you wish to visit the school before deciding whether to apply for the post, please contact [Name].

The School/The Academy/Nottinghamshire County Council (delete as appropriate) is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and we expect all staff and volunteers to share this commitment. Please note that in line with the safeguarding requirements, if you are shortlisted,

- references will be requested prior to interview from your current or last employer. Where there has been a break in teaching, references will also be sought from your previous school/employer. Referees may also be contacted by telephone.
- you will need to bring with you to the interview original documentation to prove your identity and that you have a right to work in the UK
- you will need to bring with you to the interview original qualification certificates essential to the post.

Further details will be given if you are invited to an interview. Please also note that if you are successful for teaching post in a school you will also be subject to the full range of pre-employment checks which will include a prohibition from teaching check and for certain posts in schools a disqualification under the childcare act 2006 check will also be required if you work in certain settings.

The School/The Academy Trust/Nottinghamshire County Council, together with the recognised trade unions, is committed to the development of positive policies to promote equal opportunities in employment and in the delivery of our services, regardless of age, disability, gender reassignment, race, religion or belief, sex, sexual orientation, marriage and civil partnership, pregnancy and maternity or trade union membership status. This commitment will apply to recruitment and selection practices, training and development, promotion and in the application of national and local agreements in respect of pay and conditions of service. Disabled candidates who meet the essential requirements of the post will be guaranteed an interview.

Completed application forms should be returned to..... (by hand to...., by post to...(please ensure the correct postage is used to ensure your application is received on time) by email to.....

Please note that only fully completed application forms will be accepted and the school will not accept CVs in lieu of the application form.

If you have any queries or questions about the post, please do not hesitate to contact the school office .....

## **Appendix 7 – Guidance notes for completing application forms**

These notes have been put together to help you complete your application form. Please read them carefully, along with any other information supplied, before you start.

Candidates will be short listed solely on the information supplied in the application form, measured against the person specification. Be clear that you can demonstrate that you meet the essential requirements of the person specification before proceeding.

Successful candidates must fully meet all the essential criteria e.g. qualifications, experience and any other requirements in relation to working with children and young people. If you are shortlisted the interview process will be designed to assess your ability to meet the essential requirements of the post (including suitability to work with children). For shortlisted candidates any discrepancy or anomalies in the information provided or issues arising from references will be followed up during the interview.

### **Migrant workers**

In order to comply with the provisions of the Illegal Working Regulations, employers are required to see and retain copies of documentary evidence that confirms the entitlement of all new employees to work in the UK.

**If you are shortlisted you will be asked to take your documents to the interview where the Appointing Officer will photocopy these and check your right to work in the UK for the purposes of the Illegal Working Regulations.**

If you are the successful candidate copies of your documents will be kept on your personal file. If you are unsuccessful then copies of your documents will be destroyed.

### **Filling in the form**

Please note CVs will only be accepted if accompanied by a fully completed standard school application form.

- We will not make any assumptions about your abilities and do not take into account any previous applications or any prior knowledge of you.
- The form needs to be legible and should be completed in black ink or typed.
- It may be helpful to make a rough draft of the form and to retain a copy.
- If the advert states the post is available for job share, make sure you indicate if you want to apply on that basis.
- If you would like to receive the form in an alternative format, please contact the school office.

#### **1. Personal details**

Enter fully and clearly your details in block capitals. If you do not have an NI number, contact your local Department for Work and Pensions (DWP) office.

#### **2. Present or last employer**

State clearly your present or last employer's name, address and post held.

### 3. Previous employment

In accordance with statutory requirement for all school-based appointments it is essential that you include and give accurate dates and provide reasons for all breaks in your employment history. Please therefore include dates of all periods of education / training /employment /voluntary experience and any periods of unemployment or other breaks. Please start with the most recent first. (Please continue on separate sheet if necessary)

### 4. Education, qualifications and relevant training attended

Provide full details of your education at secondary level and above, where applicable. Include details of any special skills training, day release, evening classes or other relevant knowledge. If a qualification has been asked for, make sure you give all the information required and levels of any examinations taken. **You will be expected to provide documentary evidence if invited for an interview.**

### 5. Additional information in support of your application

This section is **very important**. It gives you the opportunity to detail why you are the best person for the job and why you are applying. Use the **job description** and **person specification** as a guide, and focus on how your skills, knowledge and experience meet the **job requirements**, giving specific examples. Also include any voluntary work you may have been involved in, experience at school or any relevant experience outside work.

### 6. References

Give the name and address of **two people** who can provide a reference in support of your application. One of these **must** be your manager in your present (or most recent) employment (or tutor/head teacher if in full time education).

If you are applying for a teaching post and are not currently employed as a teacher, we will contact the school, college or local authority at which you were most recently employed to confirm details of your employment and the reasons for leaving.

If you are applying for the post of head teachers one of your two references must be from your current LA and the other reference from your current/last employer.

If you are currently unemployed, please give details of your manager in your most recent employment if possible and / or a suitable alternative. Please note that members of your family friends and relatives are **not acceptable referees**. The Authority **and school you are applying to work in** reserves the right to approach any previous employer or manager as part of the pre-appointment checks.

Please note that references will be sought on all short-listed candidates before an interview.

### 7. Health/Medical Details

Successful applicants will be required to complete a confidential medical questionnaire and may be required to undergo a medical examination.

## **8. Disclosure of Criminal Background**

If the post you are applying for requires a Disclosure and Barring Service (DBS) check, you must provide information about all convictions. The post will be exempt from the Rehabilitation of Offenders Act 1974 and rules relating to 'spent' convictions do not apply.

The amendments to the Exceptions Order 1975 (2013) provide that certain 'spent' convictions and cautions are 'protected' and are not subject to disclosure to employers and cannot be taken into account. Guidance and criteria on the filtering of these cautions and convictions can be found on the DBS website

[www.gov.uk/government/publications/dbs-filtering-guidance/dbs-filtering-guide](http://www.gov.uk/government/publications/dbs-filtering-guidance/dbs-filtering-guide)

It is important to note however that some cautions and convictions will never be filtered off a DBS record and must be disclosed by a prospective employee. Please refer to the guidance in the filtering guide in the above website or find the specific link to this list of information at [www.gov.uk/government/publications/dbs-list-of-offences-that-will-never-be-filtered-from-a-criminal-record-check](http://www.gov.uk/government/publications/dbs-list-of-offences-that-will-never-be-filtered-from-a-criminal-record-check)

Following the interview process, if you are the preferred candidate, you will be required to complete a DBS application form.

If you have queries about the DBS check, or would like a copy of the DBS Code of Practice, please contact the Business Support Centre, tel: 0115 977 2727 (Option 1, Option 3) or visit the DBS website: [www.gov.uk/disclosure-barring-service-check](http://www.gov.uk/disclosure-barring-service-check)<sup>5</sup>.

## **9. General**

For NCC maintained and voluntary aided schools you must indicate whether you are related to a member of the County Council or an employee of the authority. It is not normally permissible to appoint direct relatives to posts involving a direct supervisory role.

## **10. Equalities Act 2010**

Information disclosed in this section is to enable a fair decision to be made and not to discount applicants. It is used to ensure appropriate support is offered through the selection process and to guarantee disabled applicants who meet the essential shortlisting requirements an interview.

## **12. Declaration**

You will need to sign and date your application form to declare that all information is correct. You also need to confirm that you

- are not on the Children's Barred List and not disqualified from working with children
- are not subject to sanctions imposed by a regulatory body e.g. Teaching Regulation Agency

- have the legal right to work in the UK. (You will be asked to provide documentary evidence of this prior to commencing work with the Authority.)

If you are going to send the completed form by e-mail, you will be asked to sign the form, if selected, at the interview.

### **Equality and diversity monitoring**

Nottinghamshire County Council/ The School/ The Academy Trust has an Equality Policy and it is important that you provide the information requested on the Equality and Diversity Monitoring Form. It will help us to better monitor the fairness and effectiveness of our employment practices. This part of the form will not be used to shortlist applicants for interview and will not be viewed by the recruitment panel. You are also assured that the personal information you provide will be treated in the strictest confidence and will only be used to monitor the fairness and effectiveness of our service delivery and employment practices.

### **Returning completed forms**

You should ensure your completed application is received before the closing date specified on the job advert. Late applications will not be considered.

You can return your completed application via **e-mail to:** .....

Post or by hand to:

### Further information

If you are offered a post in a school after an interview you may be subject to further pre-employment checks if they are applicable to the post. These checks include Disqualification under the Childcare Act check and the Prohibition from teaching check.



## Appendix 9 – Reference request letter

### CONFIDENTIAL

Dear

(.....) School

Appointment of –

### **Name of Applicant –**

#### Current Post

The above mentioned has applied for the post of \* at this school and has given your name/organisation as a referee.

I should be grateful, therefore, if you would complete the attached form to indicate her/his suitability for this post together with an indication of whether you are able to recommend this applicant **without reservation**. Please complete all relevant sections using additional sheets if required.

#### Include for teaching posts

In accordance with the School Staffing (England) (Amendment) Regulation 2012 - as the applicant is applying to work in a teaching post , please provide accurate information in writing about whether or not this applicant has in the preceding two years to this application , been subject of capability procedures in a school. If applicable, please give written details of the concerns, the duration of the proceedings and the outcome.

The reference should be completed by a person with the appropriate authority. As referee, you are required to provide information to confirm you are satisfied with the applicant's suitability to work with children and provide relevant facts (not opinions) of any substantiated safeguarding allegations.

A reply by \* would be greatly appreciated (*and I enclose a pre-paid envelope for your convenience*). This reference is invited on the understanding that it will be available for inspection by the applicant. Please ensure, therefore, that this reference is factual and does not contain any material misstatement or omission. Where it is not possible to provide specific information as requested, please indicate the reasons for this.

Please note that I may telephone you to seek further clarification if necessary.

Thank you for your co-operation.

Yours sincerely

## Appendix 10 – Reference request (Framework Pro-forma)

### Guidance to Schools

- In order to comply with safeguarding requirements, Sections A, B and D must be included in any reference request for staff working in schools. (Section A should be completed by the school requesting the reference.)
- Section C should be adapted as appropriate in order to ask specific questions relating to the job description/person specification.

### CONFIDENTIAL - Reference Request

Name of School .....  
Address .....  
Telephone No .....  
Fax No. ....

SECTION A – Reference for:				
Name of applicant				
Address				
				Postcode
Post applied for (job description/person specification enclosed)				
Name of school at which post is located:				
SECTION B – Role in which applicant is known to you				
From	To	Role/job title	Salary (if appropriate)	Main responsibilities/ Subjects/age range taught (as appropriate)
Are/were you the applicant's employer?				
Reasons for leaving/intending to leave this post as known to you e.g. promotion, relocation, change of role, personal factors, dismissal (state grounds), compromise agreement				
Would you re-employ the applicant?				

<p><b>Disciplinary record</b> - Details of any disciplinary procedures (conduct and/or performance) applied to the applicant for which a disciplinary investigation, warning or sanction is current. (A warning is usually current for a period of one year)</p> <p>For teachers - Has the applicant been subject to the school's formal capability procedures in the previous 2 years? If so please provide details of the concerns, the duration of the proceedings and outcome.</p>	
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<p>The referee must provide details and outcome of any substantiated allegations regarding the applicant's <b>behaviour towards children or young people or their safety and welfare (including those where a disciplinary warning or sanction has expired)</b>. The information provided must be factual and exclude opinion.</p> <p>In accordance with Keeping Children Safe in Education - cases in which an allegation (or repeated concerns) have all been found to be false, unfounded, unsubstantiated or malicious should not be included in any reference.</p>	
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**SECTION C (NB questions shown are examples only)**

*How effective overall is the applicant in the post/role shown in Section B?*

*What are his/her general strengths in such areas as curriculum/knowledge, planning and assessment and current educational issues?*

*How effective are the applicant's classroom and behaviour management skills?*

*How does he/she relate to pupils, staff, parents and others?*

*(Add specific questions as appropriate to post e.g. management/leadership; communication skills; effective use of resources in the classroom; pupil motivation and interest; monitoring and assessment)*

**SECTION D**

Do you know of any reason why the applicant should not be engaged to work with children.  Yes  No

If yes, please give reasons

Please add or attach any additional information which you consider is relevant to the appointment panel.

Recommendation in terms of suitability for post applied for:

Recommended without reservation

Recommended with the following reservations

Not recommended

**Reference provided by:**

Name: .....

Role/Designation: .....

Organisation/school: .....

Address: .....

In what capacity is the applicant known to you? .....

Signature: ..... Date: .....

## Appendix 11 – Sample Selection Programmes

### A: Half Day Selection

[Title of post]

[Venue and date]

09.15 am Welcome and introduction  
09.30 am Tour of school  
10.00 am Coffee  
10.15 am Skills test  
10.30 am Panel interview (1 panel: 1 x 30 mins)  
12.30 p.m. Selection of candidates  
01.00 pm Offer of appointment/debrief for unsuccessful candidates

### B: One Day Selection

[Title of post]

[Venue and date]

9.00 am Welcome and introduction  
09.30 am Tour of school  
10.00 am Coffee  
10.15 am In tray exercise  
11.15 am Candidate presentation to the Panel  
12.45 pm Lunch  
02.00 pm Panel interviews (2 panels: 2 x 20 mins)  
05.00 pm Panels meet to select candidate  
Offer of appointment/debrief for unsuccessful candidates

### C: Two Day Selection

[Title of post]

[Venue and date]

#### **Day one**

09.00 am Welcome and introduction  
09.30 am Tour of school  
10.00 am Coffee  
10.15 am In tray exercise  
11.30 am Observed Group Discussion  
12.30 pm Lunch  
01.45 pm Two preliminary interviews (2 panels: 2 x 30 mins)  
04.15 pm Panels to meet to select candidates for final interviews  
04.45 pm Notification to candidates of those carried forward to final interview  
Offer of debrief to those not selected

#### **Day two**

09.15 am Final interviews  
12.15 pm Selection and offer of appointment to successful candidate  
Debrief for remaining candidates

## Appendix 12 – Pre-interview checklist of candidates for the information of the interview panel

What interviewees need to evidence/ what needs checking at the pre-interview stage	What documents have been seen?	Checked and copied by
1. Proof of identity and right to work in the UK		
2. Original certificates for relevant qualifications		
3. Have 2 references been obtained?  For teaching posts, if the candidate is not currently employed as a teacher - Has the previous school/ college/LA been contacted for a reference and has this been received?		
4. Driving Licence & counterpart – if applicable to the post		

Applicants for Teaching posts will also be required to show:		
5. QTS certificate  (The successful candidate will need to provide evidence of their teacher reference number which can be found on their QTS certificate)		
6. ECT Induction certificate  <i><b>ECTs:</b> Evidence of any completed terms of induction</i>		
Applicants for Head teacher posts will also be required to show:		
7. NPQH certificate		

## Appendix 13 – Interview Assessment form – Confidential (retain for 6 months)

A – Well above required level    B – Above required level    C – Meets required level    D – Below required level

Candidate's Name:	Post Title:	Advert Ref No:
School:	Interviewer(s):	Date:

Question Number	Question	Links to Person Spec No	Answer	Comment	A	B	C	D
1								
2								
3								
4								
5								

## Appendix 14 – Letter of invitation to interview

Reference:

T 0115

E recruitment@nottscc.gov.uk

W nottinghamshire.gov.uk

28/01/2022

«Title» «Forname» «Surname»  
«House» «Street»  
«District»  
«Town»  
«PostCode»

Dear «Title» «Surname»

### POST OF «Job\_Title»

Further to your application for the above post, I am pleased to invite you to an interview at «*Interview time*» on «*Interview Date*» (give adequate notice) at «*Interview Location*». On arrival, please report to <name>.

The interview will be conducted by a panel comprising:

1. «Panel»
- 2.
- 3.

and will last for approximately <x time>. As part of the selection process, you will be required to «*Special\_Instructions*» (*undertake a short test/prepare and deliver a presentation, etc –delete as appropriate*).

Please contact *name* on *number/email* to confirm whether or not you are able to attend. If you have any special or additional requirements which will enable you to participate in the interview, please also confirm these to *name*.

It is essential that you bring the following document to the interview with you:

1. In order to check your identify for a disclosure and barring service check if you are the preferred candidate, at the interview stage we need to original documents as detailed in the attached list.
2. In accordance with the prevention of illegal working regulations, we need to see documentary evidence that confirms your entitlement to work in the UK at the interview stage. Please bring with you to the interview original documents as detailed in the attached lists.
3. It is most important that you bring with you to the interview original evidence of any qualification stated in your application along with your membership/registration to a regulatory body which is an essential requirement of the post. This will include evidence of your QTS if you are a teacher

and any completion of induction periods for an ECT. If your post requires a driving licence, please bring this with you.

4. Please ensure you complete and bring with you the enclosed self-declaration form.

If you are the successful candidate copies of your documents will be kept on file. If you are unsuccessful then any copies of your documents that have been taken will be destroyed.

### **Disclosure & Barring Service Checks**

If you are the preferred candidate after the interview process, the Appointing Officer will arrange for you to complete an online DBS check application form.

I would stress at the outset that if you refuse to agree to such a check, or fail to complete the form, you will not be considered further for this post. Equally, you are assured that any information disclosed will be treated in the strictest confidence.

If the post is a teacher in a school the preferred candidate will be subject to a prohibition from teaching check and a Disqualification under the Childcare Act may be necessary depending on post.

Yours sincerely

**Enc: DBS Documents  
Self-Declaration Form**

## Appendix 15 – Conditional offer letter

### *If school are doing their own recruitment*

«Title» «Forname» «Surname»  
«House» «Street»  
«District»  
«Town»  
«PostCode»

Dear «Title» «Surname»

Following the interview held on the [insert date] I am pleased to make you a conditional offer of employment as [insert] at [insert school name]. This offer of employment will be confirmed as soon as certain conditions are satisfied. Those conditions are set out below.

#### *DELETE THE CHECKS THAT ARE NOT REQUIRED FOR THE POST*

- An identity check
- Satisfactory references.
- Documentary evidence of your stated qualifications.
- Documentary evidence of your right to work in the UK.
- An enhanced DBS check.
- A barred list check.
- Prohibition from teaching checks.
- Section 128 Direction check
- Further checks on people who have lived or worked outside the UK.
- Medical assessment to assess mental and physical fitness to carry out work
- Disqualification under the Child Care Act check

We advise you not to resign from your present employment until we send you confirmation that the above matters have been satisfactorily concluded. Once we have made you a formal, unconditional offer of employment in writing, a start date will be confirmed.

If you wish to accept the conditional offer, please contact me on the above number so that the required checks can be undertaken.

I look forward to hearing from you

Yours Sincerely

## Appendix 16 – Formal offer letter

### *If school are doing their own recruitment*

«Title» «Forename» «Surname»  
«House» «Street»  
«District»  
«Town»  
«PostCode»

Dear «Title» «Surname»

We are pleased to confirm that certain standard personnel checks have now been completed and we are able to formally offer you the post of << >> with effect from << >>.

The grade of the post is << >> and your working hours will be << >> per week. Your salary/hourly rate will be << >>.

A statement of the Terms and Conditions of the appointment will be sent to you in due course.

*The following forms are attached for your completion to be returned as soon as possible.*

*1. You need to provide proof of your National Insurance Number in an acceptable format. This can be a P45, payslip, P60 or plastic card. This must also be provided on or before your start date, otherwise we will be unable to pay you.*

*2. Please also forward your P45 document from your previous employer. If you are unable to do so, please complete the enclosed Starter Checklist (which has replaced the P46) and return this without delay so that correct deductions of personal taxation can be made.*

*3. If you have been issued with either or both of the following Statutory Sick Pay (SSP) statements, please forward these to us:*

*a. Leavers statement of SSP, issued by your former employer.*

*b. Linking letter (SSP(L1)) issued by Jobcentre Plus*

Please return all relevant documents marked for the attention of << >>.

Finally, we would like to congratulate you on your success and hope that your time with us will be enjoyable and rewarding.

Please do not hesitate to contact t<< >> to discuss any aspect of this letter.

Yours sincerely

## **Appendix 17 a – Documents (original) the applicant must provide to their employer to prove their identity**

The person going through a DBS check (the applicant) must give their employer original documents (not copies) to prove their identity. The documents needed will depend on the route the application takes. The applicant must try to provide documents from Route 1 first.

It's important to note that a DBS check does not provide evidence of a person's right to work in the UK. You must do a separate check to [make sure a job applicant is allowed to work in the UK](#) which also includes roles for voluntary work.

Further information on DBS ID checking guidelines can be found [ID checking guidelines for standard/enhanced DBS check applications from 1 July 2021 - GOV.UK \(www.gov.uk\)](#)

### **Route 1 - The applicant must be able to show:**

- one document from Group 1, below
- 2 further documents from either Group 1, or Group 2a or 2b, below

At least one of the documents must show the applicant's current address.

### **Route 2 - If the applicant doesn't have any of the documents in Group 1, then they must be able to show:**

- one document from Group 2a
- 2 further documents from either Group 2a or 2b

At least one of the documents must show the applicant's current address. The organisation conducting their ID check must then also use an appropriate external ID validation service to check the application.

### **Route 3 - Route 3 can only be used if it's impossible to process the application through Routes 1 or 2.**

For Route 3, the applicant must be able to show:

- a birth certificate issued after the time of birth (UK and Channel Islands)
- one document from Group 2a
- 3 further documents from Group 2a or 2b

At least one of the documents must show the applicant's current address. If the applicant can't provide these documents, they may need to be fingerprinted.

## Details of documents in each group

### Group 1: Primary identity documents

	<u>Notes</u>
Passport	Any current and valid passport
Biometric residence permit	UK
Current driving licence photocard - (full or provisional)	UK, Isle of Man, Channel Islands and EU
Birth certificate - issued within 12 months of birth	UK, Isle of Man and Channel Islands - including those issued by UK authorities overseas, e.g. embassies, High Commissions and HM Forces
Adoption certificate	UK and Channel Islands

### Group 2a: Trusted government documents

	<u>Notes</u>
Current driving licence photocard - (full or provisional)	All countries outside the UK (excluding Isle of Man and Channel Islands)
Current driving licence (full or provisional) - paper version (if issued before 1998)	UK, Isle of Man, Channel Islands
Birth certificate - issued after time of birth	UK, Isle of Man and Channel Islands
Marriage/civil partnership certificate	UK and Channel Islands
Immigration document, visa, or work permit	Issued by a country outside the UK. Valid only for roles whereby the applicant is living and working outside of the UK. Visa/permit must relate to the non-UK country in which the role is based
HM Forces ID card	UK
Firearms licence	UK, Channel Islands and Isle of Man

All driving license's must be [valid](#).

## **Group 2b: Financial and social history documents**

	<u>Notes</u>	<u>Issue date and validity</u>
Mortgage statement	UK	Issued in last 12 months
Bank or building society statement	UK and Channel Islands	Issued in last 3 months
Bank or building society statement	Countries outside the UK	Issued in last 3 months – branch must be in the country where the applicant lives and works
Bank or building society account opening confirmation letter	UK	Issued in last 3 months
Credit card statement	UK	Issued in last 3 months
Financial statement, e.g. pension or endowment	UK	Issued in last 12 months
P45 or P60 statement	UK and Channel Islands	Issued in last 12 months
Council Tax statement	UK and Channel Islands	Issued in last 12 months
Letter of sponsorship from future employment provider	Non-UK only - valid only for applicants residing outside of the UK at time of application	Must still be valid
Utility bill	UK - not mobile telephone bill	Issued in last 3 months
Benefit statement, e.g. Child Benefit, Pension	UK	Issued in last 3 months
Central or local government, government agency, or local council document giving entitlement, e.g. from the Department for Work and Pensions, the Employment Service, HMRC	UK and Channel Islands	Issued in last 3 months
EEA National ID card	-	Must still be valid
Irish Passport Card	Cannot be used with an Irish passport	Must still be valid
Cards carrying the PASS accreditation logo	UK, Isle of Man and Channel Islands	Must still be valid
Letter from head teacher or college principal	UK - for 16 to 19 year olds in full time education - only used in exceptional circumstances if other documents cannot be provided	Must still be valid

## **Appendix 17b – Right to work in the UK – acceptable documents for a manual document-based right to work check**

Please refer to the Home Office Guidance 'An employer's guide to right to work checks' for full details.

[www.gov.uk/government/publications/right-to-work-checks-employers-guide](http://www.gov.uk/government/publications/right-to-work-checks-employers-guide)

### **Recruiting staff from outside the UK**

Those planning to **enter** the UK from 1 January 2021 will be subject to the new immigration system and will require a visa before arrival to live, work or study in the UK.

Anyone you may want to hire from outside the UK, excluding Irish citizens, will need to apply for permission in advance. Information is available at [www.gov.uk/guidance/recruiting-people-from-outside-the-uk-from-1-january-2021](http://www.gov.uk/guidance/recruiting-people-from-outside-the-uk-from-1-january-2021).

For a list of the documents that are acceptable for checking an employee's right to work please refer to the [government guidance](#).

## Appendix 18 – Volunteer Application Form



# Nottinghamshire County Council

### Volunteer Application Form – Confidential

Standard Volunteer application form for a role in a Nottinghamshire School

Please answer all questions accurately and sign the declaration at the end of the form

SCHOOL

What type of volunteering would you be able to offer us?

What days and times would you be able to commit to us and for how long?

#### 1. PERSONAL DETAILS (please complete in block letters)

Surname:

Forenames:

Title by which you wish to be referred:  
(Mr/Mrs/Miss/Ms/Other)

Date of Birth:

Address for Correspondence:

Permanent Address  
(if different):

Postcode:

Postcode:

Home telephone no:

Mobile telephone  
no:

National Insurance No:

Email address:

#### 2. PRESENT EMPLOYMENT / VOLUNTEER ROLE (If applicable)

Name and address of organisation:

Postcode:

Nature of business:			
Brief description of duties:			
Hours/sessions worked per week:		Regulated Activity / Unregulated Activity	
Date appointed: Date leaving:		Supervised/Unsupervised Activity	
Reason for leaving or for seeking other employment:			

### 3. PREVIOUS EMPLOYMENT / VOULUNTEER ROLES (If applicable)

(Starting with the most recent first).

Name & address of Organisation	Role	Grade & salary/wage	Hours/Sessions worked	Dates (month/year)		Reason for leaving
				From	To	

### 4. INFORMATION RELEVANT TO YOUR APPLICATION

Please give details of any relevant experience, skills or knowledge to support your application.

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## 5. DISCLOSURE OF CRIMINAL BACKGROUND

### IMPORTANT AND CONFIDENTIAL

If the volunteer post you are applying for requires a DBS check, please disclose 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 in 2013).

The amendments to the Exceptions Order 1975 (2013) provide that certain spent convictions and cautions are ‘protected’ and are not subject to disclosure to employers and cannot be taken into account. All guidance and criteria on the filtering of these cautions and convictions can be found in the [DBS filtering guidance](#)

If the volunteer position is covered by the requirements of the Childcare (Disqualification) and Childcare (Early Years Provision Free of Charge) (Extended Entitlement) (Amendment) Regulations 2018 you will be required to complete a Self-Declaration Form prior to commencing your role to confirm you are not prohibited from undertaking this role. Further information is available in the Nottinghamshire Schools Policy and Guidance on Disqualification under the Childcare Act 2006.

If a DBS check is essential, you will be required to complete an online electronic Disclosure & Barring Service (DBS) application form. A link to the online DBS form will be sent to you by email.

If the volunteer post you are applying for does not require a DBS check, you still need to answer the questions in the section but you do **NOT** need to disclose convictions which under the **Rehabilitation of Offenders Act 1974** are considered as ‘spent’.

If you have queries about the DBS check, or would like a copy of the DBS Code of Practice, please contact the School or Business Support Centre, **tel:** 0115 977 2727 (Option 1, Option 3) or visit the DBS **website:** [www.gov.uk/disclosure-barring-service-check](http://www.gov.uk/disclosure-barring-service-check)

Please answer the following questions.

Have you ever been convicted of a criminal offence?	YES <input type="checkbox"/> NO <input type="checkbox"/>
Have you ever been cautioned for a criminal charge?	YES <input type="checkbox"/> NO <input type="checkbox"/>
Are you at present the subject of a criminal charge?	YES <input type="checkbox"/> NO <input type="checkbox"/>

If YES to any of the above questions, please give brief details including dates.

[insert school name] is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and we expect all staff and volunteers to share this commitment. Successful applicants will receive the Council’s Safeguarding Policy that outlines the duties and responsibilities of the employer and all employees.

## 6. Other

If you have a medical condition that may affect your safety or the safety of other colleagues, or pupils at the school while volunteering, please discuss this with the Head Teacher.

## 7. DATA PROTECTION ACT 2018

The personal information collected on this form will be retained whilst you are a volunteer. It will not ordinarily be disclosed to anyone outside the school without first seeking your permission, unless there is a statutory reason for doing so.

## 8. Declaration

**The information provided is complete and true to the best of my knowledge and belief**

**Signed**

**Print Name**

**Date:**

## 10. Contacting us

email

phone

Thank you for your interest in working as a volunteer at our school, once complete return the form addressed private and confidential to the Head Teacher

## Appendix 19- Self Declaration form to be sent to and completed by shortlisted candidates

### Confidential

#### Declaration of Criminal Record and Other Relevant Information

#### Positions Exempt from the Rehabilitation of Offenders Act 1974

All shortlisted candidates are required to complete this form and provide to the panel on the day of the interview. Due of the nature of the duties the post holder should disclose any details of any criminal record or information that would make them unsuitable to work with children. The position in which you are working is exempt from the Rehabilitation of Offenders Act 1974, which means that all convictions, cautions, court orders, reprimands and final warnings on your record need to be disclosed.

If you declare your criminal record and / or other information and we believe this to be relevant to your application, we shall arrange to discuss the matter with you before any final decision is taken in relation to your application.

You should be assured that the information you give will be kept securely and in accordance with the requirements of the Data Protection Act (ie once no longer required your Self-Disclosure form will be confidentially destroyed).

- .....
- 1. Have you ever been released under investigation, arrested, cautioned, convicted or reprimanded ?**

**Yes / No** *(please delete as applicable)*

If yes, please give details

- 2. Is your name included on the 'Disclosure and Barring Service (DBS) Children's Barred List' or the equivalent Welsh, Northern Irish or Scottish lists as someone unsuitable to work with children?**

**Yes / No** *(please delete as applicable)*

If yes, please give details.

- 3. Is your name included on the teacher Prohibition list?**

**Yes / No** *(please delete as applicable)*

If yes, please give details.

**4. Are you prohibited from taking part in the management of an independent school, including academies and free schools?**

**Yes / No** (please delete as applicable)

If yes, please give details.

**5. Are you known to any police force or children's social care?**

**Yes / No** (please delete as applicable)

If yes, please give details.

**6. Have you received any convictions, cautions, court orders relating to the care of children, reprimands or warnings or other grounds for disqualification from the appointment under the Disqualification Childcare Act 2006 NB – disqualification is not the same as being barred by the DBS and includes:-**

- being cautioned for or convicted of certain violent and sexual criminal offences against children and adults;
- grounds relating to the care of children (including where an order is made in respect of a child under the person's care);
- having registration refused or cancelled in relation to childcare or children's homes or being disqualified from private fostering;

**Yes / No** (please delete as applicable)

If yes, please give details

**7. Have you ever lived or worked overseas?**

**Yes / No** (please delete as applicable)

If yes, please give details

Country	Dates: to and from	Purpose

**8. Have you ever committed any criminal offences in any country in line with the law as applicable in England and Wales, not the law in their country of origin or where convicted?**

**Yes / No** (*please delete as applicable*)

If yes, please give details.

I certify that the information given by me on this self-declaration form is true to the best of my knowledge and I understand that if subsequently I am found to have been dishonest, my employer will be entitled to consider termination of my employment through the appropriate policy.

**Name (please print clearly):**

**Signed:**

**Dated:**

*Please bring a signed hard copy of this form to your interview.*

## Document History

<b>JCNP Staffing regulations Working Party</b>	<b>September 2021</b>
<b>Lead HR Business Partner</b>	<b>Francesca Waldrom /Ellen Cottee</b>
<b>Lead HR Senior Business Partner</b>	<b>Andy Wilson</b>
<b>Review date</b>	<b>As per legislative changes</b>

<b>Document produced by HR Service</b>	<b>December 2014</b>
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<b>Document updated by HR Service (FW/EC)</b>	<b>September 2019</b>
<b>Document updated by HR Service (FW/EC)</b>	<b>September 2020</b>
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<b>Document updated by HR service (AW/FW/EC)</b>	<b>November 2021</b>