



SHAPWICK SCHOOL

'The same road by different steps'

RECRUITMENT & SELECTION POLICY

Review: 31 August 2019

SHAPWICK SCHOOL

RECRUITMENT AND SELECTION POLICY

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RECRUITMENT AND SELECTION POLICY

Shapwick School is committed to safeguarding and promoting the welfare of children and requires all staff to act in the best interests of our young people at all times.

1. Introduction

Shapwick School recognises its duty under the Education Act 2002 to make arrangements to ensure that functions are carried out with a view to safeguarding and promoting the welfare of children and complies with The Education (Independent School Standards) (England) Regulations 2010, as amended by The Education (Independent School Standards) (England) (Amendments) Regulations 2012.

We follow current DfE guidance 'Keeping children safe in education' (2018), 'Working Together to Safeguard Children' (2017), HM Government advice 'What to do if you're worried a child is being abused' (2006) and the Local Safeguarding Children Board's policies, procedures, guidance and protocols.

We also follow the National Minimum Standards for Residential Special Schools (2013).

We use robust recruitment and vetting procedures to help deter, reject or identify people who might abuse children, or are otherwise unsuited to work with them. We will also take immediate action where we believe an individual may be at risk, or it is alleged that a child is suspected of being abused. Our primary concern, at all times, is the welfare and safety of all members of Shapwick School's community including young people, staff and visitors.

This policy and all associated procedures apply to all staff and should be read in conjunction with other safeguarding and employment policies.

2. Authorisation for recruiting

Prior to advertising or filling any vacant posts (including replacing staff from existing posts) the Principal should ensure that appropriate authorisation is received from the Advisory Board.

3. The advertising of posts

The occurrence of a vacancy, or creation of a new position, will normally be advertised in the local/national press and on the school website. Senior posts may also be advertised in the national press.

All advertisements will make clear:

- our commitment to safeguarding and promoting the welfare of children and
- the need for the successful applicant to undertake a range of vetting checks including a criminal record check via the Disclosure and Barring Service (DBS).

Other information will include the post title, salary and experience/qualifications necessary for the post.

4. Candidate information pack

All prospective employees are sent a candidate information pack which includes the job description, person specification, application form (Appendix 1) safeguarding and recruitment policies and associated guidance notes.

All applicants must complete the application form in full and return it in accordance with any deadline specified. We will not accept a curriculum vitae in place of an application form. However, applicants may attach relevant supplementary information and/or documents.

Potential employees are normally offered the opportunity to visit the setting prior to short-listing.

5. Visits to Shapwick School

Visits by potential employees are actively encouraged and form a valuable part of our recruitment and selection process. Candidates are given a 'look around' and accurate information relevant to the position. The member of staff hosting the visit will always be someone who has the necessary expertise and experience to answer any queries raised.

6. Equality and diversity

Shapwick School adheres to a policy of equality and diversity and all applications will be considered on the basis of the knowledge, understanding, skills, qualifications and experience required to undertake the roles and responsibilities of the post.

We welcome applications from all sectors of the community, irrespective of age, disability, gender reassignment, marriage, civil partnership, pregnancy and maternity, race, religion, belief, sex or sexual orientation.

7. Short-listing

All applications are scrutinised to ensure that:

- they are fully and properly completed
- the information provided is consistent and does not contain any discrepancies
- any gaps in employment are identified.

Incomplete applications are not accepted and may be rejected without further consideration.

Any anomalies, discrepancies or gaps in employment, identified by the scrutiny, are noted and will be taken into account when considering whether to short-list the applicant.

Short-listing for interview is normally conducted by members of the interview panel and is based on the information presented in the completed application form, as measured against the criteria detailed in a person specification.

8. Interview

Candidates are normally interviewed by a panel, whose number and experience vary according to the nature and seniority of the position advertised. At least one member of every appointment panel will have successfully completed safer recruitment training.

For further information on **interview format** see Appendix 2.

9. Pre-appointment checks

An offer of appointment to a successful candidate, including one who has lived or worked abroad, must be conditional upon satisfactory completion of pre-employment checks. For further information see Appendix 3.

10. References

The purpose of seeking references is to obtain objective and factual information to support appointment decisions. References are sought prior to interview. For further information see Appendix 4.

11. Use of Agency/Supply Staff

Provided the appropriate authorisation is sought prior to appointment, short term posts may be filled by using agency/supply staff.

In such cases the school must receive written confirmation from the agency, prior to any individual taking up a temporary post, that they have carried out the checks required by Regulation 19 of The Education (Independent Schools Standards) Regulations 2014.

Any individual commencing a period of work with the school must bring photographic id and their original DBS certificate for checking on their first day of work.

12. Employment of ex-offenders

The suitability for employment of a person with a criminal record will vary, depending on the nature of the job and the details and circumstances of any convictions. For further information see Appendix 4.

13. DBS update service

All employees are obliged to join the DBS update service when applying for a new DBS check; and give consent for the organisation to carry out instant checks online as and when appropriate.

Online DBS checks will be carried out as and when necessary for any member staff who remains employed within the organisation.

14. Single central record

In line with the requirements of the relevant legislation covering independent schools Shapwick School keeps a single central record which covers the following people:

- all staff (including supply staff) who work at the school.
- all others who work in regular contact with children in the school, including volunteers and
- all members of the Advisory Board.

We maintain and safeguard all records relating to the recruitment and appointment of staff, in accordance with the Data Protection Act 1998. The details in staff files must cross match exactly with the single central record.

15. Staff training

All staff involved in the recruitment and selection process will receive training, appropriate to their role and responsibilities. One member of every appointment panel must have successfully completed safer recruitment training.

16. Implementation, monitoring, evaluation and review

The designated senior member of staff with overall responsibility for the implementation, monitoring and evaluation of the 'Recruitment & Selection Policy' is the Principal.

The designated member of staff is also responsible for ensuring that all young people, staff, parents/carers and placing local authorities are aware of our policy. An electronic copy is posted on our website state website address.

This policy document will be reviewed at least annually and, if necessary, more frequently in response to any significant new developments in national, local and organisational policy, guidance and practice.

Shapwick School will also undertake an annual review of the school's policies and procedures relating to safeguarding, and ensure that all duties have been discharged in accordance with current legislation, regulations and statutory guidance.

APPLICATION FOR EMPLOYMENT

Position Applied For:	
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Shapwick School is an Equal Opportunities employer and your application for employment will be assessed solely on its merits. We welcome applications from all sectors of the community, irrespective of age, disability, gender reassignment, marriage, civil partnership, pregnancy and maternity, race, religion, belief, sex or sexual orientation.

1. PERSONAL INFORMATION

Surname / Family Name		Forename(s)	
Maiden / Former Name(s)		Title:	<i>Mr Mrs Miss Ms Other (circle)</i>
Address			
		Postcode	
Home Tel. No.		Mobile Tel No.	
Email Address			
N.I. Number			

Please indicate whether you have any family or close relationships with existing employees or employers of Shapwick School ?	Yes / No
If Yes, please give details	

<i>DfE Reference No.:</i>	<i>Social Work Reference No.:</i>
<i>For Qualified Teachers Only</i>	<i>For Registered Social Workers Only</i>

Are you registered with the GTC for England? <i>(Teachers Only)</i>	Yes / No
Do you have Qualified Teacher Status (QTS)? <i>(Teachers Only)</i>	Yes / No
Do you have Qualified Teacher Learning and Skills Status (QTLS) <i>(Teachers Only)</i>	Yes / No

Do you hold a full and valid driving licence?	Yes / No
Do you own a roadworthy motor vehicle?	Yes / No
Summary of Entitlement <i>(e.g. B,BE,C1,C1E,D1,D1E, f,k,l,n,p):</i>	
Do you have any endorsements?*	Yes / No
If Yes, please give details	

2. EDUCATION & TRAINING Proof of professional and/or relevant qualifications will be required

Secondary Education	Dates (From /To)	Qualifications*	Grade/Level	Date of Award
Further / Higher Education	Dates (From /To)	Qualifications*	Grade/Level	Date of Award

Other Relevant Training e.g. Child Protection, Health & Safety, First Aid, Team-Teach, etc.

Training Organisation	Course Title / Qualification*	Course Duration	Date Completed

3. REHABILITATION OF OFFENDERS ACT 1974

Have you ever been convicted of a criminal offence at any time?	Yes / No
If Yes, please provide full details of any convictions (incl. those that could be regarded as 'spent' under the Act)	

Details of Conviction/Caution/Reprimand/Warning	Date	Sentence

*Please continue on a separate sheet if necessary.

4. CURRENT OR MOST RECENT EMPLOYER

Employer Name			
Contact Name:		Contact Tel. No.	
Address			
		Postcode	
Telephone No.		Fax No.	
Date started*		Current Salary	
Date finished		Notice required	
Job Title			
Specific reason for leaving			

Key Duties/Responsibilities

5. EMPLOYMENT HISTORY

Please provide a full employment history (including part time, temporary and voluntary work) in chronological order since leaving secondary education.

Employer Name and Address	Job Title & Key Duties/Responsibilities		
Dates (From / To) incl. day*/month/year			Salary
Specific Reason for Leaving			

** Please state starting/ finish **day** (1st, 2nd, etc) of employment, wherever possible.*

Employer Name and Address		Job Title & Key Duties/Responsibilities		
Dates (From / To) incl. day*/month/year				Salary
Specific Reason for Leaving				

Employer Name and Address		Job Title & Key Duties/Responsibilities		
Dates (From / To) incl. day*/month/year				Salary
Specific Reason for Leaving				

Employer Name and Address		Job Title & Key Duties/Responsibilities		
Dates (From / To) incl. day*/month/year				Salary
Specific Reason for Leaving				

Employer Name and Address		Job Title & Key Duties/Responsibilities		
Dates (From / To) incl. day*/month/year				Salary

Specific Reason for Leaving			
Employer Name and Address		Job Title & Key Duties/Responsibilities	
Dates (From / To) incl. day*/month/year			Salary
	Specific Reason for Leaving		

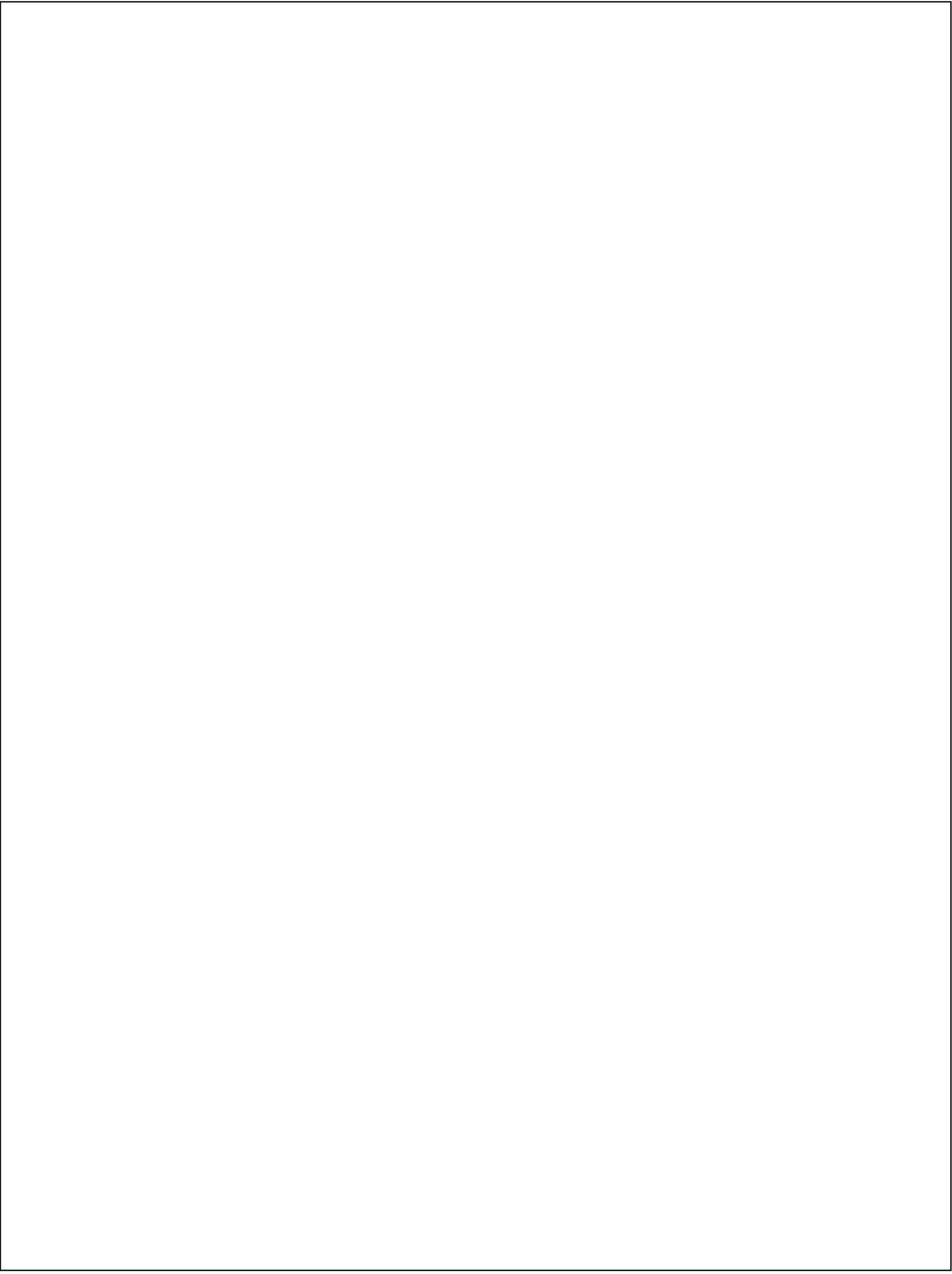
Employer Name and Address		Job Title & Key Duties/Responsibilities	
Dates (From / To) incl. day*/month/year			Salary
	Specific Reason for Leaving		

Continue on a separate sheet if necessary.

<i>Please explain any gaps in your employment history since leaving secondary education (excluding periods of full-time education highlighted above). e.g. unemployment, ill health, family commitments etc.</i>			
Have you ever been subject to any disciplinary procedures / allegations related to children or vulnerable adults during your employment history?	Yes	No	N/A
If Yes, please give details			

6. STATEMENT OF COMPETENCE FOR THE ROLE

This is an opportunity for you to demonstrate your suitability and competence for the role advertised. Please fill in the section below, comprehensively detailing real life examples which demonstrate that you have the skills, knowledge and experience required to carry out the roles and responsibilities associated with the job.



7. LEISURE INTERESTS including hobbies, recreational achievements, membership of clubs/organisations etc.

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8. REFERENCES

Please provide details of two professional referees, one of whom must be your current or most recent employer. The two referees should be from different organisations wherever possible. Please note that character references will not be accepted. References may be taken at any time during the recruitment process.

Name		
Position		
Address		
Postcode		
Telephone No.		
Email Address		
Time known		
Capacity in which known		

9. DECLARATION

Shapwick School stores and processes data in accordance with the Data Protection Act 1998. I understand that the details I have provided on this form and other associated documents will be stored and processed in accordance with Shapwick School’s recruitment procedures. In completing this form I give my consent for the details to be to be used for this purpose.

I declare that I am not barred from working with children or vulnerable adults, or subject to a prohibition order issued by the Secretary of State.

I hereby declare that to the best of my knowledge the details given in this application form are true. I understand that failure to disclose information or the provision of incorrect information is an offence and may result in an offer of appointment being withdrawn or in disciplinary action being taken leading to summary dismissal at a later date and possible referral to the police.

Signature		Date	
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Application for Employment **Guidance Notes**

Application Procedure

PLEASE READ THE FOLLOWING NOTES CAREFULLY BEFORE COMPLETING THE APPLICATION FORM.
These notes are for information only and do not constitute part of any subsequent contract of employment.

Completing the enclosed application form is the first step in the recruitment process which may lead to an interview and the possible offer of employment. It is therefore most important that you complete ALL sections of the application form as fully and accurately as possible; if some parts are not relevant, write 'not applicable' or 'N/A' in that space.

Please type or write clearly and legibly using black ink, as these forms will be photocopied.

You must not send us your CV instead of filling in the application form, it will not be considered as a substitute, during the selection process. However, you may attach any other relevant supplementary information or documents.

INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED AND MAY BE REJECTED WITHOUT FURTHER CONSIDERATION.

Please note that, if short-listed for interview, proof of professional and/or relevant qualifications will be required

Safeguarding and Child Protection

Shapwick School Trust is committed to safeguarding and promoting the welfare of children and requires all staff to act in the best interests of our young people at all times.

Recruitment of all staff who work with young people at Shapwick School, is in line with 'Keeping children safe in education' guidance and includes enhanced DBS checks, barred list checks and prohibition checks (as appropriate).

Please ensure that you bring the original identification documents required for the DBS check with you to any interview. Further details of what documentation you will need can be found here:
<https://www.gov.uk/disclosure-barring-service-check/documents-the-applicant-must-provide->

Equality and Diversity

Shapwick School is committed to promoting a positive and diverse culture in which all staff and young people are valued and supported to fulfil their potential irrespective of their age, disability, gender reassignment, marriage, civil partnership, pregnancy and maternity, race, religion, belief, sex or sexual orientation.

Shapwick School values diversity in its workforce and is committed to employing the best candidate for any position. In order to minimise the risk of discrimination, Shapwick School will focus solely on establishing a candidate's relevant skills, qualities and experience throughout the recruitment process and only requests personal details considered relevant to the post.

Where appropriate, Shapwick School will endeavour to make all reasonable and effective adjustments during the recruitment and selection process.

1. Personal Information

Please complete the personal information section in BLOCK CAPITALS and record your response to each and every question stated.

2. Education & Training

Please list all secondary, further and higher education establishments attended specifying start/finish dates, qualifications (including GCSEs or equivalent), grades, levels and date of award.

Other Relevant Training

Please only list training that you have undertaken in current or previous roles that is **relevant to the position you are applying for**.

3. Rehabilitation of Offenders Act 1974

In accordance with statutory requirements certain pre-employment checks are conducted for positions involving working with vulnerable groups, specifically children and vulnerable adults.

The information obtained from these checks is used to help safeguard these groups. It will not be used to discriminate unfairly against those with convictions which we consider as unrelated to working with vulnerable groups. Having a criminal record will not automatically bar you from employment with us.

As the position you are applying for gives you privileged access to vulnerable groups, it is an Exempted Occupation under the Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975. **This means that you must disclose spent and unspent convictions on this application form. This includes any driving offences.**

Failure to disclose any criminal convictions could lead either to your application being rejected or, if you are appointed, to dismissal if it is subsequently discovered that you have had any criminal convictions. It is a criminal offence to apply for a position working with children if you are excluded from doing so.

4. Current or Most Recent Employer

Please provide full details of your current or most recent employer this should include a contact name and number, notice required, **specific** reason for leaving and key duties and responsibilities.

Shapwick School reserves the right to take up references at any time during the recruitment process.

5. Employment History

Please provide a full employment history (including part time, temporary and voluntary work) in chronological order since leaving secondary education.

You must explain any gaps in your employment history since leaving secondary education in the section provided (excluding periods of full-time education highlighted under Education & Training) e.g. unemployment, ill health, family commitments etc.

6. Statement of Competence for the Role

This section should be used to describe what you have done in previous employment (or in another real life situation) which would demonstrate that you have the skills, knowledge and experience required to carry out the roles and responsibilities associated with the job. When identifying examples you should focus on **your** involvement and **your** actions and how you reacted to and dealt with others including colleagues, young people or members of the public.

Do not be afraid to identify what went wrong and to demonstrate what you learned from the experience.

You may be asked detailed questions about your example in your interview or alternatively you may be asked to provide another example.

7. Leisure Interests

This is an opportunity to tell us how you relax and spend your spare time. Given the nature of our schools there may be an opportunity for you to encourage others to share your interests.

8. References

Please provide details of two professional referees, one of whom must be your current or most recent employer. **The two referees should be from different organisations** wherever possible. Please note that character references will not be accepted. References may be taken at any time during the recruitment process.

9. Declaration

Failure to disclose information or the provision of incorrect information is an offence and may result in an offer of appointment being withdrawn or in disciplinary action being taken leading to summary dismissal at a later date and possible referral to the police.

Please read, countersign and date the declaration on page 8 of the application form.

10. Health Monitoring & Review Form

Shapwick School is bound by The Management of Health and Safety at Work Regulations 1992 and is required to make assessments of risks to which employees may be exposed at work. In addition to this the relevant regulations covering recruitment in schools and children's homes requires us to assess the fitness of any prospective employee to carry out the work.

Please tick 'Yes' or 'No' to each and every question. If you answer 'Yes' to any of the questions, or know of any other health information which might be relevant please provide further details. The information you provide will be treated in the strictest confidence.

Prevention of Illegal Working

Section 8 of the Asylum and Immigration Act 1996 makes it a criminal offence for Shapwick School to employ a person aged 16 or over who is subject to immigration control unless:

- a the person has current and valid permission to be in the United Kingdom and that permission does not prevent the person from taking the job; or
- b the person comes into a category where such employment is otherwise allowed.

In order for Shapwick School to meet its obligations and benefit from the defence provided for in the Act, you will be required to produce one of the following documents if you are called to interview:

- a A passport showing that the holder is a British citizen, or has a right of abode in the United Kingdom;
- b A document showing that the holder is a national of a European Economic Area country or Switzerland. This must be a national passport or national identity card;
- c A residence permit issued by the Home Office to a national from a European Economic Area country or Switzerland;

- d A passport or other document issued by the Home Office which has an endorsement stating that the holder has a current right of residence in the United Kingdom as the family member of a national from a European Economic Area country or Switzerland who is resident in the United Kingdom;
- e A passport or other travel document endorsed to show that the holder can stay indefinitely in the United Kingdom, or has no time limit on their stay;
- f A passport or other travel document endorsed to show that the holder can stay in the United Kingdom; and that this endorsement allows the holder to do the type of work you are offering if they do not have a work permit;
- g An Application Registration Card issued by the Home Office to an asylum seeker stating that the holder is permitted to take employment.

The document will normally be copied and retained on a personnel file throughout the duration of employment. You may not be allowed to continue with your interview if you fail to bring the original document with you.

APPENDIX 2

Interview format

Interviews will normally follow a pre-determined format with the panel agreeing a set of specific questions they will ask all candidates, in order to establish their suitability for the position. A candidate's response to a question will determine whether and how that is followed up. All responses are recorded.

In addition to assessing and evaluating the applicant's suitability for the particular post, the interview panel will also explore the following:

- verification of the candidate's identity, qualifications and experience
- verification of the candidate's registration with a professional Board
- gaps in the candidate's employment history and
- concerns or discrepancies arising from the information provided by the candidate and/or a referee.

The panel will also ask the candidate if they wish to declare anything, in light of the fact that an application for a criminal record check (DBS check), barred list check and prohibition check (as appropriate) will be required. Candidates will also be asked if they live in the same household as a disqualified person (as to do so will render the candidate disqualified).

After each interview, the candidates are measured against the relevant person specification. The panel will deliberate whenever there is more than one suitable candidate for a particular position.

Pre-appointment checks

All offers of employment are made in writing, giving details of salary, salary range, (if applicable), start date, and duration of the probationary period. Successful candidates are asked to reply in writing, stating their acceptance of the post.

All offers are conditional on receipt of 2 satisfactory references and the successful candidate passing a DBS check and completing a Health Assessment Questionnaire.

Any failure to disclose information, or the provision of incorrect information, may result in an offer of appointment being withdrawn or in disciplinary action being taken leading to summary dismissal at a later date and possible referral to the police.

When appointing new staff or volunteers, Shapwick School must:

- verify a candidate's identity, preferably from current photographic ID and proof of address except where, for exceptional reasons, none is available
- obtain a DBS check (at the appropriate level)- for most appointments, an enhanced DBS check with barred list information will be appropriate
- check that a candidate, to be employed as a teacher, is not subject to a prohibition order issued by the Secretary of State
- verify the candidate's mental and physical fitness to carry out their work responsibilities. Once an offer of employment has been made the successful candidate can be asked relevant questions about disability and health in order to establish whether they have the physical and mental capacity for the specific role as per the questionnaire on the next page
- verify the person's right to work in the UK. If there is uncertainty about whether an individual needs permission to work in the UK, then Shapwick School will follow advice on the GOV.UK website
- if the person has lived or worked outside the UK, make any further checks the school consider appropriate. Advice on the criminal record information which may be obtained from overseas police forces, published by the Home Office, can be found on GOV.UK and
- verify professional/relevant qualifications, as appropriate.

Applicants/volunteers do not start work until all necessary checks have been completed.

References

Shapwick School may take up references at any stage during the application process. References will always be obtained, scrutinised and any concerns resolved satisfactorily, before the appointment is confirmed. They will always be requested directly from the referee and Shapwick School will not accept open references, for example in the form of 'to whom it may concern' testimonials.

We will seek at least two references for external candidates, including the current or most recent employer, using the format given in the following pages. For internal candidates we will

obtain a line manager's reference. Additional referees may include previous employers or professionals who have known the candidate personally for at least two years. Character references from friends or relatives will not be accepted.

A copy of the job description and person specification, for the post for which the person is applying will be included with all requests. Every request will ask:

- about the referee's relationship with the candidate;
- whether the referee is satisfied that the person has the ability and is suitable to undertake the job in question, and
- for specific comments about the applicant's suitability for the post, and how they have demonstrated that they meet the person specification;
- whether the referee is completely satisfied that the candidate is suitable to work with children, and, if not, for specific details of the referee's concerns.

In addition to the above, requests addressed to a candidate's current or previous employer in work with children will also seek:

- confirmation of details of the applicant's current post, salary, and attendance record
- specific verifiable comments about the applicant's performance history and conduct
- details of any disciplinary procedures the applicant has been subject to, particularly those related to the safety and welfare of children or young people
- details of any allegations or concerns that have been raised about the applicant that relate to the safety and welfare of children or young people or behaviour towards children or young people.

All referees will be reminded that:

- they have a responsibility to ensure that the reference is accurate and does not contain any material misstatement or omission and
- relevant factual content of the reference may be discussed with the applicant.

References will be checked, on receipt, to ensure that all specific questions have been answered satisfactorily. The referee must be contacted to validate the reference and provide further clarification as appropriate, for example, if the answers are vague. They will also be compared for consistency with the information provided by the candidate on their application form. Any discrepancies will be taken up with the candidate and details recorded.

PRIVATE & CONFIDENTIAL

<<Name>>

<<Address>>

<<Address>>

<<Address>>

<<Post Code>>

Date

Dear

REFERENCE REQUEST

APPLICANT'S NAME:

POST APPLIED FOR:

The above person has recently applied for the above and we have been given permission to approach you for a reference. We would therefore be grateful if you would reply to the questions enclosed and provide any additional information as you feel appropriate on a separate sheet or covering letter. Please also find enclosed their job description.

The information provided by you will be treated in the strictest confidence and we assure you of our willingness to reciprocate at any time. However, please note that should recruitment documentation be required by a statutory Board, in the event of a query under the Data Protection Act or any complaint of alleged discrimination, we may be obliged to release a copy of this reference.

My email address is office@shapwickschool.com for your response and I would be grateful if you could forward a hard copy by post in the pre-paid envelope provided. Alternatively you can fax the reference to us on **01458 210111**

Thank you for your attention to this matter.

Yours sincerely

Enc.

REFERENCE REQUEST

Rehabilitation of Offenders Act

It is Shapwick School's policy to require all applicants for employment to disclose criminal convictions. Staff employed with Children and Vulnerable Adults are exempt from the provisions of the Rehabilitation of Offenders Act 1974 (and any amending Acts or Regulations). Therefore any convictions, including those otherwise considered spent, against any applicant for a post with the organisation should be declared by the applicant on the application form and, where known, by you in the reference. Should you be aware of any proceedings having been undertaken, or being contemplated, by a licensing/regulatory Board regarding fitness to practice concerning the applicant please give details.

Applicants Name:	
Post Applied for:	

1. From what period of time and in what capacity have you known the applicant?

From:	
To:	
As:	

2. Was the applicant employed/supervised/line managed by you?

YES/NO

From:	
To:	
Salary:	

If NO please state the discrepancies:	

3. Why did he or she leave your employ?

If dismissed please give details:

4. Are there any current disciplinary sanctions on his/her record or pending? **YES/NO**

If **YES** please give details:

5. Are you aware of any criminal convictions or cautions on his/her record or any that are pending? **YES/NO**

If **YES** please give details

6. Please provide absence details for the last 3 years of employment with you:

Number of days absent:	
Number of episodes of absence:	

7. Would you RE-EMPLOY him/her? **YES/NO**

If **NO**, please explain why not:

8. Please comment on the candidate's suitability to work with children, and commitment to the safeguarding and welfare of young people, if appropriate

9. Please provide comments on the individual's competence for the role they have applied for against the job description and person specification:

10. Do you wish to discuss anything further on the telephone? (Please note we will be ringing to call and confirm that this reference was written by the author signed below)	YES/NO
Please give your daytime number:	

Print Name:	Date:
Sign Name:	Position Held:
Name of Organisation:	

APPENDIX 6

Employment of ex-offenders

The suitability for employment of a person with a criminal record will vary, depending on the nature of the job and the details and circumstances of any convictions.

A candidate's criminal record will be assessed in relation to the tasks they will be required to perform and the circumstances in which the work is to be carried out. The following points will be considered when deciding on the relevance of offences to particular posts:

- Does the post involve one-to-one contact with children or other vulnerable groups?
- What level of monitoring and supervision will the individual receive?
- Does the post involve any direct responsibility for finance or items of value?
- Does the post involve direct contact with the public?
- Will the nature of the job present any opportunities for the individual to reoffend at work?

In some cases, the relationship between the offence and the post will be clear enough for the organisation to decide easily on the suitability of the applicant for the job. For shortlisted applicants who have met the requirements of the person specification and then disclose a criminal record, that is not related directly to the post, the organisation will discuss the relevance of each offence with the applicant.

The following issues will need to be taken into account:

- the seriousness of the offence and its relevance to the safety of other employees, young people or property
- the length of time since the offence occurred
- any relevant information offered by the candidate about the circumstances which led to the offence being committed, for example, the influence of domestic or financial difficulties
- whether the offence was a one-off, or part of a history of offending
- whether the individual's circumstances have changed since the offence was committed, making reoffending less likely
- whether the offence has been decriminalised by Parliament
- the country in which the offence was committed. Some activities are offences in Scotland and not in England and Wales, and vice versa
- the degree of remorse, or otherwise, expressed by the individual and their motivation to change.

All discussions and deliberations will be recorded in accordance with recruitment procedures.