

Employment at Framlingham College
RECRUITMENT INFORMATION



Application Guidance Notes



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Framlingham
COLLEGE

APPLICATIONS

- Applications will only be accepted from candidates completing the enclosed Application Form in full. CV's will not be accepted in substitution for completed application forms in the absence of good reason. CV's may be submitted in addition to the application form in order to supply additional background information.
- Candidates should be aware that all posts in the College involve some degree of responsibility for safeguarding children, although the extent of that responsibility will vary according to the nature of the post. Please see job description for the post.
- This post is exempt from the Rehabilitation of Offenders Act 1974 and therefore convictions, cautions and bind-overs, including those regarded as 'spent' should be declared in line with **Appendix 1**. Any unspent convictions, cautions, reprimands or warnings should be disclosed to the College and in-line with **Appendix 1**. However, 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 at the Disclosure and Barring Service website.

An applicant will not be automatically disqualified from employment at the College by either upfront disclosure of a criminal record or the fact that information is revealed on the Disclosure. The College will take a view based on their judgement of the seriousness and relevance of the offence in relation to the job under consideration. The following factors will be taken into consideration:

1. Whether the conviction or other information disclosed is relevant to the specific position in question.
2. The seriousness of the offence or other matters revealed.
3. The length of time since the offence or other matter occurred.
4. Whether the applicant has a pattern of offending behaviour and whether the applicant's circumstances have changed since the offending behaviour or other relevant matters.
5. The circumstances surrounding the offence.

Where any concerns are raised by the contents of the Disclosure the applicant will be given a chance to explain the matter before any decision is taken.

Information regarding convictions should be submitted in confidence enclosing details in a separate sealed envelope which will be seen and then destroyed by the Director of People. If candidates would like to discuss this beforehand, they are asked to please telephone the HR Department in confidence for advice.

- The successful applicant will be required to complete a Disclosure Form from the Disclosure and Barring Service (DBS) at the appropriate level for the post. Additionally, successful applicants should be aware that they are required to notify the College immediately if there are any reasons why they should not be working with children.
- Staff and/or successful candidates who are disqualified from childcare or registration may apply to Ofsted for a waiver of disqualification. Such individuals may not be employed in the areas from which they are disqualified, or involved in the management of those settings, unless and until such waiver is confirmed.
- All candidates should be aware that failure to declare any convictions (that are not subject to DBS filtering), or the provision of false information is an offence and may disqualify a candidate for appointment or result in the application being rejected or an offer of employment being withdrawn by the College if they have been appointed, and a possible referral to the police and/or DBS.

REFERENCES

- The College will seek at least two reference, and for teaching posts we will request these for all short listed candidates before interview. If there is any reason for us not to do this, please contact the HR department to discuss. For non-teaching posts these will generally be taken up on appointment. The Principal/Head reserves the right to request further references.
- The College will ask the candidates current employer about disciplinary offences, including disciplinary offences relating to children or young persons (whether the disciplinary sanction is current or time expired), and whether the candidate has been the subject of any safeguarding allegations or concerns and if so the outcome of any enquiry or disciplinary procedure. We will also still ask about the candidate's suitability to work with children. Where the candidate has no previous employment history, the College will request references from the candidate's College or university.

- The College will compare any information provided by the referee with that provided by the candidate on the Application Form. Any inconsistencies will be discussed with the candidate at interview.
- Referees may be contacted after the interview if further questions arise..

INVITATION TO INTERVIEW

- If you are invited to interview this will be conducted in person and the areas which it will explore will include suitability to work with children.
- All candidates invited to interview must bring documents confirming any educational and professional qualifications that are necessary or relevant for the post (e.g. the original or certified copy of certificates, diplomas etc). Where originals or certified copies are not available for the successful candidate, written confirmation of the relevant qualifications must be obtained from the awarding body.
- All candidates invited to interview must also bring with them:
 - a current passport as well as a driving licence or full birth certificate;
 - a utility bill or financial statement dated within the last three months and showing the candidates current name and address;
 - where appropriate any documentation evidencing a change of name;
 - Qualifications as required and/or relevant to the post.

Please note that originals of the above are necessary. Photocopies or certified copies are not sufficient.

CONDITIONAL OFFERS OF EMPLOYMENT: PRE-APPOINTMENT CHECKS

Any offer to a successful candidate will be conditional upon:

- Receipt of at least two satisfactory references (if these have not already been received). For teaching posts one of these must be Head teacher at current College.
- the right to work in the UK.
- verification of identity, qualifications and professional status, as appropriate.
- registration with the Independent Safeguarding Authority (ISA).
- a DCSF List 99 check (Barred List), the Protection of Children Act List and Prohibition Order check as appropriate.
- a DBS Disclosure satisfactory to the College.
- where the successful candidate has worked or been resident overseas in the previous five years, such checks and confirmations as the College may require in accordance with statutory guidance.
- For teachers, verification of medical fitness in accordance with DfES Circular 4/99 Physical and Mental Fitness to Teach of Teachers and Entrants to Initial Teacher Training.
- Where working in a management position being subject to necessary Management Prohibition check through the DfE.
- For those teachers from within the EEA area – providing a letter of professional standing
- Satisfactory completion of the probationary period.

DATA PROTECTION

- The information that you provide on the application form will be used to process your application for employment. If you succeed in your application, the information will be used in the administration of your employment with us. We may check the information collected with third parties or with any other information held by us. We may also use or pass to third parties, information to adhere to current legislation, or in other ways permitted by law. By signing the application form we assume you agree to the processing of sensitive personal data (as described above), in accordance with our Application Privacy Statement.

SPENT CONVICTIONS

| Sentence | Rehabilitation period (in all cases the period commences from the date of the conviction) | |
|--|--|---|
| | Aged over 18 at the time of the conviction | Aged under 18 at the time of the conviction |
| <ul style="list-style-type: none"> Prison sentence of more than 4 years Sentence of imprisonment, youth custody, detention in a young offender institution or corrective training of over four years Sentence of preventive detention Sentence of detention at Her Majesty's Pleasure Sentence of custody for life Public protection sentences* (imprisonment for public protection, detention for public protection, extended sentences of imprisonment or detention for public protection and extended determinate sentences for dangerous offenders) A public protection sentence (the provisions for which are set out in Part 12 of the Criminal Justice Act 2003 and Part 8 of the Armed Forces Act 2006 means a sentence of imprisonment or detention, as detailed above, imposed for specified sexual and violent offences. | Never | Never |
| Prison sentence of more than 30 months but less than or equal to 4 years. | Length of sentence + 7 years | Length of sentence + 3.5 years |
| Prison sentence, or sentence of detention, of more than 6 months but less than or equal to 30 months. | Length of sentence + 4 years | Length of sentence + 2 years |
| Prison sentence, or sentence of detention, of less than or equal to 6 months. | Length of sentence + 2 years | Length of sentence + 18 months |
| Removal from HM Service. | 1 year | 6 months |
| Service detention. | 1 year | 6 months |
| Community order or youth rehabilitation order. | 1 year | 6 months |
| Fine. | 1 year | 6 months |
| Compensation order. | Once paid in full | Once paid in full |
| Absolute discharge. | Spent immediately | Spent immediately |
| Driving disqualification. | End of the disqualification | End of the disqualification |
| Driving endorsement. | 5 years from the date of conviction | 30 months from the date of conviction |

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| Relevant order (include conditional discharge orders, restraining orders, hospital orders, bind overs, referral orders, care orders and any order imposing a disqualification, disability, prohibition or other penalty not mentioned in this table) | End of the order or, if no date given, 2 years from the date of conviction - unless the order states 'unlimited', 'indefinitely' or 'until further order' as in these cases it will remain unspent | End of the order or, if no date given, 2 years from the date of conviction - unless the order states 'unlimited', 'indefinitely' or 'until further order' as in these cases it will remain unspent |
|--|--|--|
| Simple caution, youth caution | Spent immediately | Spent immediately |
| Conditional cautions youth conditional caution. | 3 months or when caution ceases to have effect if earlier | 3 months or when caution ceases to have effect if earlier |

FILTERING RULES

You are not required to disclose information about spent criminal convictions for offences committed in the United Kingdom if you were over 18 years of age at the time of the offence and:

- 11 years have elapsed since the date of conviction;
- it is your only offence;
- it did not result in a custodial sentence; and
- it does not appear on the list of "specified offences".

You are not required to disclose information about a spent caution in relation to an offence committed in the United Kingdom if you were over 18 years of age at the time of the offence and six years has elapsed since the date it was issued, and provided it does not appear on the list of "specified offences".

You are not required to disclose information about a spent criminal conviction if you were under 18 years of age at the time of the offence and:

- five and a half years have elapsed since the date of conviction;
- it is your only offence;
- it did not result in a custodial sentence; and
- it does not appear on the list of "specified offences".

You are not required to disclose information about a spent caution if you were under 18 years of age at the time of the offence and two years has elapsed since the date it was issued, and provided it does not appear on the list of "specified offences".

The list of "specified offences" that will always be disclosed can be found at:

<https://www.gov.uk/government/publications/dbs-list-of-offences-that-will-never-be-filtered-from-a-criminal-record-check>