



## **Application Form Guidance**

Please read this guidance carefully before completing your application.

### **Recruitment**

It is the School's policy to employ the best qualified personnel and to provide equal opportunity for the advancement of employees including promotion and training and not to discriminate against any person because of their race, colour, national or ethnic origin, sex, sexual orientation, marital or civil partnership status, religion or religious belief, disability or age. All new posts within the School are subject to a 6 month probationary period.

The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. A copy of the School's Recruitment Policy is available on the school website.

If your application is successful, the School will retain the information provided in this form (together with any attachments) on your personnel file. If your application is unsuccessful, all documentation relating to your application will normally be confidentially destroyed after six months.

### **Section 2: References**

One of these must be your current or most recent employer. If your current/most recent employment does/did not involve work with children, then your second referee should be from your employer with whom you most recently worked with children. Neither referee should be a relative or someone known to you solely as a friend. The School intends to take up references from shortlisted candidates before interview for academic positions. The School reserves the right to take up references from any previous employer.

### **Section 8: Criminal Records**

An offer of employment is conditional upon the School receiving an Enhanced Disclosure from the Disclosure and Barring Service (DBS) or ICPC UK police check and additional overseas checks from other countries if required. The school requires an equivalent Nigerian police background check for local staff. These checks are in respect of all positions at the School which amount to regulated activity. It is unlawful for the School to employ anyone who is barred from working with children. It is a criminal offence for any person who is barred from working with children to attempt to apply for a position at the School. If you are successful in your application, you will be required to complete a DBS Disclosure Application Form. Any information disclosed will be handled in accordance with any guidance and/or code of practice published by the DBS.