# Recruitment and Selection Policy and Procedure

This policy has been approved and adopted by the Christus Catholic Trust across all their academies, and it will apply to all staff within the Trust.

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| Approved by Trust Board | November 26 |
| Review Date | November 27 |

The schools of Christus Catholic Trust are unique and united in partnership and service to our communities and global home.

We are:

- Uncompromising in our **ambition** to use the power of **collaboration** to ensure our pupils receive an **excellent** Catholic education.
- Have a strong culture of safeguarding in an environment where good mental health and wellbeing are nurtured.
- Have an **inclusive** approach to a high quality, **innovative**, contextualised education.
- Have high **aspirations** for all our pupils to achieve the best possible outcomes.


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## Guidance on recruitment of staff for Governing Boards

This guidance should be read alongside the Notes to Applicants (Appendix A) which are also available on the CES website.

### Terminology

The words listed below are used in this guidance with the meanings set out unless the context requires otherwise.

**'School(s)'** means the Catholic school(s) for which staff are being recruited. It includes:

- Catholic voluntary aided schools;
- Catholic independent schools, including Catholic academies;
- Catholic independent schools;
- Catholic sixth form colleges; and
- Catholic non-maintained special schools.

**'Diocese'** includes any duly authorised representative or officer of the Diocesan Bishop who is a member of the Diocesan Education Service and is therefore exercising education functions on behalf of the Diocesan Bishop.

**'Governing Board'** refers to the body with legal responsibility for conducting the School and employing the staff and includes: the governing bodies of Catholic voluntary aided schools, Catholic sixth form colleges and Catholic non-maintained special schools, the boards of directors of Catholic Academy Trust Companies and the governing bodies of Catholic independent schools. In appropriate circumstances, it may also include a Local Governing Body of a Catholic Academy Trust Company, where that Local Governing Body is exercising powers delegated to it by the board of directors.

'**Local Governing Body'** means any committee (by whatever name) operating at a local level in a Catholic Academy Trust Company. The roles and responsibilities of any Local Governing Body within a Catholic Multi Academy Trust Company should be clearly defined in the Company's Scheme of Delegation, (which includes the table of roles and responsibilities), which should articulate the Local Governing Body's role in recruitment.

This guidance is intended for use by persons involved in the recruitment of staff in Catholic Schools in England. It is for guidance purposes only – appropriate HR and / or legal advice should be sought where Governing Boards have specific queries arising from this guidance.


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**Key Considerations:**

- **Diocesan Advice, the Bishops' Memorandum and Diocesan Protocols**

Governing Boards must ensure that they and their advisers have read the Bishops' Memorandum on the Appointment of Staff in Catholic Schools ('the Memorandum') in order to ensure that the requirements of the Memorandum are met. The Memorandum can be viewed by following the link below:

https://www.catholiceducation.org.uk/employment-documents/bishops-memorandum

Governing Boards must seek advice from their Diocese as soon as is practicable after the identification of the requirement to recruit for a Senior Leadership post and, in any case, before any recruitment procedure or process begins (including the issuing of advertisements). Governing Boards must ensure that they follow any recruitment guidance issued by their Diocese.

Governing Boards must also review the recruitment section of the Diocesan Protocols in order to ensure that the relevant requirements are complied with. Governing Boards are responsible for ensuring that their advisers comply with the documents and advice referred to in this guidance.

- **Keeping Children Safe in Education**

Governing Boards must familiarise themselves with Part Three of the statutory guidance for schools and colleges on safeguarding children and safer recruitment which can be accessed by following the link below. The recruitment process set out in this guidance and the suite of recruitment documents provided by the CES (including the model application forms) are compliant with this statutory guidance.

Keeping children safe in education - GOV.UK (www.gov.uk)

If any queries arise as a result of advice received from advisers Governing Boards should contact their Diocese.

It is important that all those involved with the recruitment of staff in schools have received appropriate safer recruitment training, the substance of which should, as a minimum, cover the requirements of Part Three. At least one person on every interview panel should have completed safer recruitment training which should be regularly refreshed (every three years is the suggested timescale for this).

**The recruitment process:**

- **Advertising a vacancy**

The Memorandum requires that Dioceses are involved in recruitment processes from an early stage. Governing Boards must give sufficient advance notification to the Diocesan Director of a vacancy for any senior post to which the requirement to be a practising Catholic is applied before taking any action, including appointing an acting CEO, Head Teacher or Principal, acting Deputy Head Teacher or Deputy Principal, or advertising the vacancy.

It is particularly important to agree all meeting and interview dates with the Diocese in advance, to allow Diocesan Officers to be involved from the beginning of the process. The Diocese should be involved in the drawing up of job descriptions, person specifications and advertisements and Governing Boards should contact the Diocese at the earliest opportunity as they may be able to provide model documentation and guidance in this regard.


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All advertisements should include appropriate commitment to safeguarding wording and if there is a requirement for the postholder to be a practising Catholic, this should also be made clear in the advertisement. The application pack should also include a copy of the School's child protection policy and policy on the employment of ex-offenders or inform applicants as to where they can find these documents on the School website.

- **Shortlisting for Interview**

Once application forms have been submitted and the closing date has expired, the application forms must be reviewed in order that a shortlist can be drawn up listing those people the Governing Board wish to interview. At least two people should be involved in the shortlisting exercise and Governing Boards will need to consider how application information will be securely provided for review, for example, it should not be emailed to the shortlisting panel, but should be made available via a secure drive.

In order to comply with data protection requirements, the CES model application forms only request information which is required in order to process an application at this stage of the process. There is no legitimate basis for requesting items such as National Insurance Numbers and former names and addresses as these are not needed at the point of application. Further information may however, be needed for shortlisted applicants and can be requested at an appropriate point.

Shortlisting will usually be performed by reference to the job description and person specification applicable to the role as well as any other relevant, pre-determined criteria set by the School for the purposes of recruitment. All information considered in decision making should be clearly recorded along with details of the decisions made.

Once a shortlist has been compiled contact should be made with the shortlisted applicants to invite them to interview. The CES provides a model Invitation to Interview Letter that may be used and can be accessed on our website by following this link:

Model Recruitment Documents & Guidance (catholiceducation.org.uk)

Applicants should be reminded to bring the Rehabilitation of Offenders Act 1974 – Disclosure Form with them in a sealed envelope when they attend for interview. **Please note that these forms should not be viewed until an offer of employment is about to be made.**

Governing Boards should read the CES Guidance Note on Model Application Forms and GDPR Compliance for more information about the processing of criminal records information. A link to this guidance is provided below:

Model Recruitment Documents & Guidance (catholiceducation.org.uk)

Governing Boards should consider destroying the application forms and any data provided by unsuccessful applicants in line with the requirements of their data retention policy.

- **Gathering References**

The purpose of seeking references is to obtain objective and factual information to support appointment decisions. Most important are the decisions based on the Governing Board's own robust recruitment process. Common advice is therefore that the panel as a whole refer to the references towards the *end* of their decision making process. The application forms state that

references may be taken up prior to interview and so contact will need to be made with the referees listed.

References should be requested for all candidates shortlisted for interview and enough time allowed between shortlisting and interviews for referees to receive the request, write the reference and return it. Keeping Children Safe in Education provides that references should be obtained before interview so that any issues of concern they raise can be explored further with the referee and taken up with the applicant at interview. For further information about taking up references Governing Boards should read the CES Guidance on Employment References which can be accessed by using the following link:

Model Recruitment Documents & Guidance (catholiceducation.org.uk)

References should always be requested directly from the referee and Governing Boards should not rely on open references, for example in the form of 'to whom it may concern' testimonials. If an applicant for a teaching post is *not* currently employed as a teacher, Governing Boards should check with the school, college or local authority at which they were most recently employed, to confirm details of their employment and their reasons for leaving. It is good practice for one panel member who has completed safer recruitment training to gather references, supported, if applicable, by any local authority, HR or Diocesan adviser. This allows the rest of the panel to judge the recruitment process unencumbered by external opinions.

All references obtained should confirm the applicant's suitability to work with children and provide information about any substantiated safeguarding allegations that meet the harm threshold.

Applicants are asked to complete a Consent to Obtain References Form which should be provided with the application form and this can be used in order to demonstrate to referees that appropriate consent has been obtained.

- **Online Searches**

Keeping Children Safe in Education provides that: " … as part of the shortlisting process schools and colleges **should consider** carrying out an online search as part of their due diligence on the shortlisted candidates. This may help identify any incidents or issues that have happened, and are publicly available online, which the school or college might want to explore with the applicant at interview." [CES emphasis].

The 2023 update of Keeping Children Safe in Education, at paragraph 221, included a new direction that schools and colleges should inform shortlisted candidates that online searches may be carried out as part of due diligence checks.

As Keeping Children Safe in Education is statutory guidance anything recommended as good practice should be followed unless there is a very good reason not to. The CES discussed this requirement with the Department for Education as we were concerned that schools had not been provided with enough guidance as to what searches should be carried out and how. The Department for Education's view is that recruiters will need to use their professional judgement in determining what searches to carry out and what weight to put on any information uncovered.

The CES expects Governing Boards to seek advice from their advisers as to the checks that should be carried out, the appropriate methods for carrying out such checks, what information should be retained about the checks carried out and the process that should be followed. Governing Boards will need to consider whether to carry the checks out internally or employ an external provider to carry out the checks on their behalf. Having taken advice, Governing Boards may decide that it is worth engaging an external adviser in order to ensure that consistent, independent checks are made for each candidate.

Before such searches are carried out by internal staff, Governing Boards will need to consider the following:

- Governing Boards should ensure that they have a written policy which sets out clearly what searches will be carried out and by whom. What training will individuals receive in order to ensure that they are able to follow any published policy? It may be sensible for the individual carrying out the searches to be somebody unconnected with the recruitment process in order to ensure that there is no bias.
- How will you ensure that the process is carried out consistently for each applicant? For example, how will you ensure that you always look for publicly available information in the same places for each shortlisted applicant?
- How will you record the searches carried out and the information uncovered?
- Who will be responsible for determining that any information uncovered is material and warrants either bringing the recruitment process to an end or asking further questions at interview? If the recruitment process will be brought to an end this will need to be considered very carefully and advice should be taken.
- Having informed shortlisted candidates that online searches may be done, what information will you need to request of them in order to conduct appropriate searches, for example Twitter handles? At shortlisting it will be necessary to ask for former names in order that searches can be carried out. What will the response be if the individual refuses to provide the information?
- How far back will you search?
- Do you need to update the privacy policy that you issue to applicants to make sure that they know what searches you will be carrying out?
- What is your policy for destroying any data once you no longer need it? Governing Boards should seek advice from their data protection advisers about whether any changes are needed to retention policies.
- What account will you use to conduct the searches? For example, you would not expect an individual member of staff to conduct a search from their personal Twitter account.
- How will you ensure that the information uncovered is not used in order to unlawfully discriminate against any of the candidates?
- Should a column be added to the single central register to confirm that the checks were carried out?
- How will you communicate any information uncovered internally?
- Will the firewalls in use at School enable the searches to be carried out?

Governing Boards must remember that the purpose of these searches is to uncover information which may indicate that the individual is unsuitable to work with children and/or where, if the information were discovered by students or parents it could lead to significant reputational damage for the School.

**Any information uncovered must be publicly available and must be considered through this lens. Records should be kept of the decisions made and the reasons for them.**

- **Invitation to Interview**

The CES model Invitation to Interview Letter makes reference to reasonable adjustments that may be made for attendance at interview in the event that the applicant has a disability. Stating this to all applicants at this stage confirms that the Recruitment Monitoring Form has not been seen by

the person dealing with recruitment (as that may already disclose whether the applicant has a disability) and also ensures that reference to reasonable adjustments being made for interview does not feature in the application form itself (which contravenes good practice guidance issued by the Equality and Human Rights Commission which prefers the recruiter to have had no indication whether or not an applicant has a disability). The CES provides a model Reasonable Adjustments Statement as an enclosure to the Invitation to Interview Letter.

The recruitment monitoring form must **not** be available to the interview panel.

If the post holder is required to be a practising Catholic the Diocesan guidance on this should be provided to the applicant prior to interview along with the relevant CES model contract as this will ensure that the applicant is aware of what the terms of their employment will be in the event that they are appointed and this provides an opportunity for the applicant to raise any concerns or ask any questions at the interview.

- **Interviews**

The person(s) conducting the interview will need to ensure that certain information and documentation has been provided by the applicant at this stage. The information *required* to be provided at interview is identification documentation and proof of entitlement to work in the UK. An employer is under a strict legal duty to ensure that it has carried out the relevant checks with regard to entitlement to work in the UK.

Keeping children Safe in Education recommends that application forms include a declaration that all the information provided by the applicant is true (such a declaration is included on the CES model). Where this declaration is signed electronically on the application form, applicants should be asked to sign a hard copy or bring a signed copy with them when they attend for interview.

Governing Boards are referred to the Home Office guidance entitled "An employer's guide to right to work checks" which provides examples of the types of documents which will need to be provided by applicants in order to evidence their right to work. Where Governing Boards are unsure what documents are required to prove entitlement, they should seek appropriate advice. **If the information is not provided at the interview stage, or where further checks relating to a right to work in the UK are required, any offer of employment must be made conditional upon receipt of the correct documentation and/or receipt of satisfactory results from the checks required to be made.**

If documentary evidence of qualifications, courses attended etc, is required to be provided at interview, the applicant should be notified in advance – good practice suggests this should be requested in the Invitation to Interview Letter (and is so requested in the CES model).

Prior to interviews taking place, the panel should agree on the questions to be asked and which member of the panel will ask them. A question which enables the applicant to demonstrate their understanding of safeguarding in schools must be asked and there should also be appropriate questions about the Catholic character of the School in order to explore whether or not the applicant displays an appropriate understanding of the Catholic character of the School and is able fulfil the requirements of the role in that regard.

There may also be other elements to the interview process such as teaching observations, in-tray exercises, presentations and/or discussions with pupils or other members of staff.

- **Post-Interview Selection**

After the interviews have taken place, the Governing Board will need to consider all the applicants in light of their applications, personal statements, references, supplementary documents, results of checks and performance at interview as against the job description, the person specification and any other relevant national standards for the post with the aim of determining which applicants should proceed to the next stage of the recruitment process. Notes should be made of any decisions made and the reasons for those decisions and it is recommended that a record of interview question responses is kept and then disposed of in line with the appropriate retention policy.

- **Making an Offer of Employment**

In many cases there may be several rounds of interviews but, for the purposes of this guidance, it is assumed that a selection can be made following the first interview. The Governing Board may, at this stage, make an offer of employment to the preferred applicant but it must stipulate that such offer is conditional upon receipt of satisfactory pre-employment checks (as appropriate to the role for which they are hiring and as detailed in Keeping Children Safe in Education). Where an applicant has lived or worked outside of the UK, the offer will also be conditional on satisfactory overseas checks, including, where necessary, the provision of a letter of professional standing.

The offer may also need to be expressed to be conditional upon receipt of a current employer reference once the Governing Board has the applicant's consent to make a request and/or satisfactory results of health checks (see paragraph C below).

**Things that Governing Boards need to look out for during the recruitment process:**

- **Fully Completed Applications / Provision of Appropriate Documentation to Panel**

A. At the application stage, Governing Boards should make sure that applicants have fully completed the application forms and provided all relevant documentation / information required at that stage. If not, an application may be rejected on the grounds that it has not been fully completed.

B. Members of the selection panel should make sure that they do not, as the reviewer of application forms, have sight of the completed Recruitment Monitoring Forms. The Recruitment Monitoring Form should only be used as a tool for the School to analyse the types of application that they receive which may assist them to comply with their public sector equality duty.

   For more information see the Equality Act 2010 guidance available from the Equality & Human Rights Commission which can be found by following this link**:**

   **http://www.equalityhumanrights.com/en/advice-and-guidance/equality-act-guidance.**

   Further, the Recruitment Monitoring Form should be anonymous so that the School can demonstrate that the information collected from applicants is being used to monitor equality and diversity and not to discriminate, inadvertently or otherwise.

- **Mental and Physical Fitness to carry out the Job**

C. Generally speaking, employers are not allowed to ask prospective employees questions relating to disability or health during the recruitment process. This is, however, slightly different for those in the education sector. The current legal position with regard to the asking of health-related questions of job applicants is a balancing act between two pieces of legislation; namely the Equality Act 2010 and the Education (Health Standards) (England) Regulations 2003 ("the 2003 Regulations"). Ultimately, the School should ensure that any "fitness to practice" questions they ask (which is a permissible requirement under the 2003 Regulations) comply with the restrictions in the Equality Act 2010 which do not allow disability or health related questions to be asked during the recruitment process.

Keeping Children Safe in Education requires that as part of pre-employment checks, an employer "verify the candidate's mental and physical fitness to carry out their work responsibilities". The guidance goes on to note that "a job applicant 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"[1].

The current DfE ITT guidance notes that ITT providers "should not ask all-encompassing health questions but should ensure they only ask targeted and relevant health related questions which are necessary"[2]. This is also a sensible approach for managing job applications and we would suggest that it is followed by Governing Boards.

An offer of employment must be made conditional upon satisfactory answers which comply with the provisions of the 2003 Regulations and Keeping Children Safe in Education. Schools will, therefore, need to decide whether it is appropriate to ask health related questions in each individual case depending on the role required to be filled and, if in doubt, should seek legal advice.

Governing Boards are reminded of their duties in respect of the public sector equality duty. Further, any data collected as a result of health related enquiries is likely to be 'Sensitive Personal Data'[3] within the meaning of the UK General Data Protection Regulation (UK GDPR) and must be processed in accordance with the requirements of that Regulation[4].

- **Discrimination**

D. Schools designated with a religious character in England and Wales are permitted by law[5] to give preference to practising Catholics for certain posts (what is permissible is explained further below). In certain specific circumstances, it is possible that a temporary post may be filled by a person who is not a practising Catholic and there is no intention to deter suitable applicants from expressing their interest. Temporary appointments should only be used in limited circumstances and Governing Boards should seek advice from their

[1] Pursuant to section 60 of the Equality Act 2010.

[2] https://www.gov.uk/government/publications/initial-teacher-training-criteria/initial-teacher-training-itt-criteria-and-supporting-advice

[3] Article 9(1) GDPR sets out the categories of sensitive personal data and *'data concerning health'* is included as a category.

[4] See footnote 1 above.

[5] Ss 60 and 124A of the School Standards and Framework Act 1998

Diocese where they are having difficulty recruiting a practising Catholic where that is required.

**Senior Leadership posts** – The Memorandum provides that 'the posts of Headteacher or Principal, Deputy Headteacher or Deputy Principal and Head or Coordinator of Religious Education are to be filled by practising Catholics'. This requirement also extends to the equivalent roles within a multi academy trust structure, including the CEO.

The CES model application forms make it clear that all applications for senior leadership posts where there is a requirement to be a practising Catholic must include the details of a priest who can provide a reference. The purpose of this reference is to verify that the applicant is a practising Catholic.

**Teacher posts** – Schools are entitled to give priority to Catholic applicants. A higher degree of priority may be given to practising Catholic applicants but applications from all Catholic applicants (whether practising or not) are eligible to be given priority over applicants who are not Catholic. Where Catholic applicants do not consider themselves to be practising they may provide a copy of their baptismal certificate or details of the date and place of their baptism rather than the details of a parish priest who can give a reference. Applicants who are not Catholics are welcome to apply and should not be discouraged.

**Support Staff posts** – Schools (in England only) are entitled to give priority to Catholic applicants where it can be demonstrated that attaching this requirement to a particular post is a proportionate means of achieving a legitimate aim (commonly known as a "genuine occupational requirement"). The recruitment documentation should make clear whether this requirement applies to the post. Governing Boards should seek HR and/or legal advice before determining that there is a genuine occupational requirement.

**In summary, all suitably qualified Catholic applicants, regardless of the teaching post for which they are applying, are eligible to be given preference over applicants who are not Catholic. Practising Catholic applicants should nominate their Parish Priest as one of their referees. Those applicants applying for the permanent Senior Leadership posts referenced in the Memorandum must provide such details.**

Governing Boards should not deter applications and expressions of interest from Catholics who do not consider themselves to be *practising*. In the event that the permanent role cannot be filled immediately for example, a Catholic who is not *practising* would be eligible to receive preference over applicants who are not Catholic in relation to a temporary appointment.

It is for each Diocese to provide guidance to Schools regarding the definition of "practising" Catholic either by way of its own guidance or by reference to another source which is recognised as being the definition upon which the Diocese relies. A copy of any guidance or other source of information must be provided to the applicant with the Invitation to Interview Letter so that the applicant has a clear understanding of the School's expectations of a practising Catholic applicant. Applicants should then be asked at interview to confirm that they have read and understood the requirements and that they are able to comply with them.

The Notes to Applicants that supplement the CES model Application Forms set out clearly the legal basis upon which a Governing Board is required to recruit, or may exercise a

preference to recruit, a practising Catholic. The Notes to Applicants can be viewed by following the link below:

Model Recruitment Documents & Guidance (catholiceducation.org.uk)

- **Rehabilitation of Offenders Act 1974 – Disclosure Form and Disqualification Policy**

E. The answers provided on this form should be kept confidential and seen only by the relevant persons in the course of their specific duties relevant to recruitment and vetting purposes. It is, therefore, for Governing Boards to determine who sees the form. The Governing Board is under various duties relating to the access, handling, usage, retention, storage and disposal of information provided by the applicant and / or as a result of any DBS checks. The Disclosure Form should be handed to the interviewers in a sealed envelope when candidates attend for interview. The envelope should only be opened if the Governing Board has determined that they wish to make an offer of employment to the individual concerned. If a disclosure is made on the Form, relevant questions about the offence should be asked of the applicant with a view to obtaining contextual information about the offence to enable the Governing Board to determine whether the applicant should be appointed.

F. The applicant is required to sign and return a copy of the School's Disqualification Policy if they accept an offer an employment. They should submit the signed policy to the School's designated safeguarding lead prior to commencement of employment or as soon as practicable thereafter. The signed policy should be kept on their personnel file. **This policy will not be relevant in all circumstances**. The CES has published guidance and a model Disqualification Policy for this purpose which can be accessed on our website by following this link:

Model Recruitment Documents & Guidance (catholiceducation.org.uk)

- **Data Protection and Privacy**

G. The CES Model Invitation to Interview letter requests that the applicant brings certain documents to the interview. Governing Boards should ensure that appropriate privacy notices or consents are in place in relation to personal information collected during the interview process.

**Recruitment Checklist:**

1. Has the Recruitment Monitoring Form been removed from the application pack? ☐

2. Has the application form been fully completed and is it accompanied by relevant supporting documents including the consent to obtain references form and any documentary evidence (if required)? ☐

3. Have appropriate references been taken up? ☐

4. Have shortlisted candidates been informed that online searches may be undertaken and have these searches been carried out? ☐

5. Are any discussions required at interview as a result of anything uncovered during the online search? ☐

6. Has the Invitation to Interview Letter and appropriate enclosures been sent to the shortlisted applicant including:

   Guidance on "practising Catholic" requirement ☐

   Appropriate CES model Contract of Employment ☐

   Reasonable Adjustments Statement ☐

   Disqualification Policy (if applicable) ☐

   Rehabilitation of Offenders Act 1974 Form ☐

7. Have any reasonable adjustments been made to the recruitment / interview process, if necessary? ☐

8. At interview, has the applicant provided original evidence of:

   Identity ☐

   Right to work in the UK (this may overlap with evidence of identity) ☐

   Qualifications attained (if required) ☐

9. At interview, has the applicant signed a copy of the Invitation to Interview Letter to confirm that they have read and understood the contents of that Letter? ☐

10. At interview, has the applicant provided a signed copy of the application form if an electronic signature was provided previously? ☐

11. At interview, has the applicant signed the model Applicant Declaration confirming that they have read and understood the CES contract and had any relevant questions answered? ☐

12. At interview, has the applicant confirmed that they have read and that they understand the guidance on the requirements for Practising Catholics and that they are able to comply with the requirements (where relevant)? ☐

If a Governing Board is ready to make an offer of employment, it should check that the following documentation has been received or the offer of employment must be conditional on receipt of the appropriate documentation (where relevant):

The Rehabilitation of Offenders Act 1974 Form – was this handed in at the interview? Has it been kept in a sealed envelope to be seen only by the "relevant person" in the event that a job offer is going to be made? ☐

Any discussion necessary as a result of offences disclosed ☐

Satisfactory DBS checks ☐

Satisfactory Teacher Services checks ☐

Letter of professional standing (for those who have lived/worked outside the UK) ☐

Satisfactory overseas checks complete ☐

Reference from current employer (if not previously obtained) ☐

Satisfactory health checks ☐

A signed copy of the "Disqualification Policy for Staff" (if applicable) ☐

Any discussion necessary as a result of offences disclosed ☐

Any other document required but not yet provided by the applicant or a third party ☐

**Note: Governing Boards must have obtained evidence of identity and right to work in the UK before they allow a successful applicant to commence employment.**

Once the Applicant has been appointed, Governing Boards must then ensure the following:

That the Single Central Record has been updated ☐

That all documents collated during the recruitment process have been securely disseminated and/or destroyed in accordance with data handling requirements ☐

That the Applicant's (now employee's) signed and dated Disqualification Policy has been filed in their personnel file (if necessary) ☐

That the Applicant (now employee) has returned a signed and dated the relevant CES contract of employment ☐

That the Applicant (now employee) has been provided with information regarding the appropriate employment policies and procedures ☐


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Appendix A

**CES Guidance**

**Notes to Applicants**

These Notes accompany the relevant CES Model Application Forms for each category of employee and:

- the Model Recruitment Monitoring Form;
- the Model Rehabilitation of Offenders Act 1974 – Disclosure Form; and
- the Model Consent to Obtain References Form,

together referred to as the "supplementary forms".

Where there is a distinction between the categories of employee to which these Notes apply, it will be clearly highlighted.

Applicants are advised to read through these Notes fully before completing the Application Form and the supplementary forms.

Applicants are advised that references to School / College in the Application Forms, the supplementary forms and these Notes to Applicants includes Academies. Further, references to Governing Body in those documents include an Academy Trust Company, a Multi Academy Trust Company and / or its Governing Body / Board of Directors / Local Governing Body as appropriate.

**TECHNICAL INSTRUCTIONS**

1. Depending on the recruiting school's / college's own requirements applicants may complete the Application Form and supplementary forms in three ways:

    - Completion and submission electronically;
    - Completion electronically, printing and submitting a hardcopy via post, by fax or by scanning and emailing;
    - Printing off and completing in handwritten format, then submitting by post, by fax or by scanning and emailing.

2. Where applicants complete the Application Form and supplementary forms and submit by post, written acknowledgement of receipt will only be provided where the applicant has supplied a stamped addressed envelope with their posted application.

**GENERAL INFORMATION**

Applicants must ensure that they are using the most up to date version of the Application Form and supplementary forms. Where there is any doubt, applicants should contact the school / college where the position applied for is based, or the contact person mentioned in the job advertisement.

Applicants are reminded that this is an application for a post in a Catholic Voluntary Aided School / Catholic Voluntary Academy / Catholic Voluntary Multi Academy Trust (if applicable) where the Governing Body / Academy Trust Company / Multi Academy Trust Company is the employer and that the post will be subject to the terms and conditions of the appropriate CES model contract of employment. A copy of the relevant contract will be provided to the applicant if they are shortlisted for interview.


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Applicants should note that, in accordance with the safeguarding vulnerable groups' regime, it is their responsibility to have made any necessary registrations relevant at the time of making this application, which are required for people working or volunteering with children. Accordingly, applicants are put on notice that any offer of employment made will be conditional upon identity and right to work checks and the results of Disclosure & Barring Service and Teacher Services checks (where applicable). For those who have lived or worked outside of the UK, the offer will also be conditional on satisfactory overseas checks including, where necessary, the provision of a letter of professional standing.

Before signing the application form, applicants must ensure that every section has been completed. **Failure to complete all relevant sections may result in an application being rejected.**

All Application Forms, supplementary forms and any relevant documentary evidence should be sent to the school / college where the position applied for is based, or as instructed in the job advertisement. **Applicants should not return any Application Form and / or supplementary forms and / or any relevant documentary evidence to the CES.** Any applications received by the CES will not be forwarded or returned but shall be securely disposed of.

## THE APPLICATION FORM – GUIDANCE ON COMPLETING SPECIFIC SECTIONS

Applicants are advised that the Governing Body complies with the School Standards and Framework Act 1998 and the Equality Act 2010.

### Details of the Role Applied For

Applicants should complete this section of the Form by inserting the relevant information and ticking the appropriate boxes.

### Personal Details

Applicants should insert the requested details and tick the relevant box in order to indicate how they would prefer to be contacted.
If an applicant has obtained qualified teacher status from a jurisdiction other than England or Wales they should insert their membership number for the relevant teaching profession regulator and provide details of the specific regulator.

Support staff and Lay Chaplain Application Forms only – if applicants have not obtained qualified teacher status they should leave this section blank.

### Details of Present Employment

Applicants who are not currently employed, should tick the box that says "no" and proceed to the next section.

### Employment History

Applicants should provide full and accurate details of relevant employment history and professional or work experience starting with the most recent. They should not repeat the information provided (if applicable) relating to present employment. Where the applicant is a student seeking a first-time appointment, they should provide details of all teaching practice to date (if applicable).

### Other Employment / Work Experience

Applicants should provide details of all other employment and paid or unpaid experience after the age of 18 (e.g. employment unrelated to the teaching profession, voluntary work etc).

Applicants must ensure that there are no gaps in the chronology of their education and / or employment history from the age of 18 to the present day and space has been provided on the form for this information. Failure to provide a full account may lead to an application being rejected.

Applicants must declare whether they have ever been ordained and / or been a member of a religious community. Where the answer to this question is 'yes', the Applicant must provide full details and expect that this will be discussed in more detail if they are successfully shortlisted for interview, more particularly in relation to their Canonical status and whether the Applicant is subject to any restrictions which may affect their suitability for appointment to the post applied for.

**Post-11 Education and Training**

Applicants should provide details of education received in this country and / or abroad, academic vocational qualifications obtained including degrees, with class and division, and Teacher Certificates. Applicants must include postgraduate and professional qualifications. Applicants are advised that they may be required to produce evidence of qualifications attained. Please ensure that all relevant classifications and grades are included.

Catholic Certificate in Religious Studies ("CCRS") – this was formerly known as the Catholic Teachers' Certificate and the Certificate in Religious Education.

Teacher post Application Forms only – applicants should state which subjects they are qualified to teach including other subjects for which they may have experience to teach. Applicants should also provide details of any other specialisms and special areas of teaching interest.

Senior Leadership posts only - the CES recognises that the NPQH is no longer a mandatory requirement in England but applicants should still provide details of the NPQH where requested in the Application Form as a potentially desirable qualification. Applicants for Headteacher posts in Wales must provide details of the NPQH as this remains a mandatory requirement for first Headship appointments.

**Supporting Statement**

Applicants should ensure that their supporting statement is clear and concise and does not exceed 1,300 words. It is preferable, although not compulsory, that the supporting statement is typed rather than handwritten.

**References**

All applicants are required to provide details of at least two, and up to three, referees. A referee who is a current or former employer must have full access to the applicant's personnel records. This is in order to ensure that the information provided is accurate.

There may be situations where the referee does not have full access to an applicant's records for data protection and privacy reasons. If that is the case, the referee will need to be in a position to complete the reference to an acceptable standard with information relating to the applicant's dates of employment. All posts are subject to satisfactory references.

It is the applicant's responsibility to ensure that they have obtained their nominated referees' explicit consent to pass on their contact details. Not only is this a matter of courtesy but it ensures that the General Data Protection Regulation is being complied with. **Please also complete the Consent to Obtain References Form and return it with your application.**

Applicants must advise the school / college if they do not want them to contact any of their referees and provide reasons. For example, where applicants are currently employed, they may not wish the school / college to contact their employer until such time that they have given notice to terminate their employment.

Applicants are advised that schools / colleges designated with a religious character in England and Wales are permitted by law to require certain posts to be filled by practising Catholics. In certain specific circumstances, it is possible that a temporary post may be filled by a person who is not a practising Catholic and there is no intention to deter suitable applicants from expressing their interest.

**Senior Leadership posts** – Applicants are advised that the 'Memorandum on Appointment of Staff To Catholic Schools' provides that 'the posts of Headteacher or Principal, Deputy Headteacher or Deputy Principal and Head or Coordinator of Religious Education are to be filled by practising Catholics'. The Memorandum may be viewed by visiting the CES's website at:
http://www.catholiceducation.org.uk/employment-documents/bishops-memorandum/item/1000049-memorandum-on-appointment-of-teachers-to-catholic-schools

**Teacher posts** – Applicants are advised that schools / colleges are entitled to give priority to Catholic applicants. A higher degree of priority may be given to practising Catholic applicants but applications from all Catholic applicants (whether practising or not) are eligible to be given priority over applicants who are not Catholic. Nevertheless, applicants who are not Catholic are welcome to apply.

**Support Staff posts** – Applicants are advised that schools / colleges (in England only) are entitled to give priority to Catholic applicants where it can be demonstrated that attaching this requirement to a particular post is a proportionate means of achieving a legitimate aim (commonly known as a "genuine occupational requirement"). The recruitment documentation should make clear whether this requirement applies to the post.

**Definition of "practising Catholic"** – Schools / colleges may provide guidance to the applicant regarding the definition of a "practising Catholic" with the application pack and / or in the event that the applicant is shortlisted for interview.

**In summary, all suitably qualified Catholic applicants, regardless of the teaching post for which they are applying, are eligible to be given preference over applicants who are not Catholic. Practising Catholic applicants should nominate their Parish Priest as one of their referees. Those applicants applying for the permanent Senior Leadership posts referenced in the Memorandum must provide such details.**

For other teaching posts, Catholics who do not consider themselves to be "practising" may provide a copy of their baptism certificate with their application form, instead of providing a Priest's reference. Alternatively, they should provide details of the name and address of the Parish where they were baptised and the date of their baptism. For support staff posts, the recruitment documentation should make it clear if being a Catholic is a requirement for the post.

In the event that an applicant is appointed, any failure to disclose the existence of a relationship, whether it be by marriage, blood or as co-habitee, between the applicant or their spouse / civil partner / partner, with a member, or an employee, of the Governing Body of the school / college where the post is situated may be considered a disciplinary offence warranting summary dismissal.

**Right to work in the UK**

The Governing Body is under a legal duty to require all members of staff to provide documentary evidence of their entitlement to undertake the position applied for and to ensure that they have an ongoing entitlement to live and work in the UK. These checks need to be carried out for every person the Governing Body employs regardless of race, ethnicity or nationality. Therefore, on receipt of a conditional offer of employment, and before a successful applicant commences their post, they must provide supporting evidence of their right to live and work in the UK.

The Home Office guidance entitled "An employer's guide to right to work checks" provides a list of the documents that can be provided to demonstrate an applicant's right to live and work in the UK (see Annex A of the guidance).

The Home Office guidance is regularly updated to reflect changes in immigration law. It is important that applicants refer to the current version. Applicants should expect to provide originals of the documents listed in Annex A to the Governing Body as evidence of their right to work in the UK. Verified copies will then be taken of the original documents as required.

**Language requirements for public sector workers**

The ability to communicate with members of the public in accurate spoken English and / or Welsh is an essential requirement for public facing posts. The Public Sector Workers Code of Practice notes that "to serve the public it is vital that those working in public-facing roles can communicate in English, or in Wales, English or Welsh"[6]. The standard of language required is satisfied if it is sufficient to enable the effective performance of the person's role[7]. Please note that this language requirement may be in addition to mandatory English language requirements associated with an applicant's immigration route.

Public facing roles within the public sector would include leadership teams, teachers, support staff and others employed to work in publicly funded schools.

**Declaration**

The Governing Body has a duty to make a report where an applicant provides false information in prescribed circumstances in accordance with the Education Act 2002.

**SUPPLEMENTARY FORMS**

**Model Recruitment Monitoring Form**

Applicants are not required to complete the Recruitment Monitoring Form, however, if they do, they will be helping the school / college to fulfil its duties under the Equality Act 2010.

The Recruitment Monitoring Form will be used purely for monitoring and statistical purposes and will not form part of the application or the recruitment process. The persons involved in the recruitment process will not have sight of the completed Recruitment Monitoring Form.

Where applicants wish to complete the Recruitment Monitoring Form, they should return it *with* their completed application form but in a *separate* sealed envelope clearly marked "Confidential – F.A.O: Recruitment Monitor".

**Model Rehabilitation of Offenders Act 1974 – Disclosure Form**

As the position applied for gives privileged access to vulnerable groups, all applicants attending interview are required to disclose all spent convictions and cautions under the Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975 unless it is a "protected" conviction / caution under the amendments made to the Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975 (in 2013 and 2020) and, therefore, not subject to disclosure.

[6] See https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/573013/english_language_requirement_public_sector_workers_code_of_practice_2016.pdf

[7] S.77(8) Immigration Act 2016

**Applicants invited for interview**, should bring The Disclosure Form with them to the interview in a **separate, sealed envelope** clearly marked "Confidential – Rehabilitation of Offenders Act 1974 – Disclosure Form". Interviewees will be asked to hand the form to the interviewer at the end of the interview.

**Interviewees must disclose all spent and unspent convictions on this form other than those which are "protected". This may include driving offences but will not include youth cautions, reprimands or warnings. The rules on multiple convictions were changed in November 2020. If interviewees are unsure about whether or not a conviction requires disclosure they should review the Ministry of Justice guidance on the filtering of "protected" convictions and cautions which can be accessed on the Ministry of Justice website.**

The Disclosure Form will only be seen by those persons within the school / academy / college and / or Governing Body / Academy Trust Company / Multi-Academy Trust Company who are required to see it as part of the recruitment process if you are the preferred / one of the preferred candidates for the position.

**Model Consent to Obtain References Form**

Applicants should ensure that they complete and return the Consent to Obtain References Form with their completed application.

If applicants have any further questions in relation to the position applied for they should contact the school / college where the position applied for is based or they should contact the individual named on the job advertisement.