

# **Dominican College, Portstewart**

## **GUIDANCE FOR APPLICANTS**

**NB PARTICULAR REQUIREMENTS IN RELATION TO CHILD PROTECTION HAVE BEEN INTRODUCED TO THE RECRUITMENT PROCESS.**

The following notes should be read in full before an application form is completed and submitted.

### **1.0 CHILD PROTECTION**

Posts which require people to work in educational institutions or in posts where there is access to children/young people are deemed to be regulated positions within the terms of the Protection of Children and Vulnerable Adults (NI) Order 2003 (POCVA).

As such, if the post for which you are applying is a regulated position, you are required to provide information on your suitability to work with children and young people. The above Order requires the Department of Education and Department of Health, Social Services & Public Safety to maintain lists of people who are unsuitable for this type of work. It is an offence for anyone whose name appears on these lists, or who is the subject of a disqualification order from the courts, to apply for, offer to do, accept or do any work, paid or unpaid in a regulated position.

For all such posts, Dominican College, Portstewart will carry out pre-employment vetting checks using ACCESS NI. Changes in Department of Education practice mean that the successful applicant will be required to pay the £33 charge for having the ACCESS NI check carried out.

The recruitment and selection process has been reviewed to introduce additional safeguards against the employment of people who are unsuitable to work with children and young people. Changes are detailed in the relevant paragraphs throughout this document.

### **2.0 REHABILITATION OF OFFENDERS**

The majority of posts which involve working in educational institutions or visiting such locations or where working directly with young people is involved are exempt from the provisions of the Rehabilitation of Offenders Order. This means that applicants are not entitled to withhold information about convictions, cautions or bindovers which for other purposes are considered as spent, including road traffic and motoring offences. Appointment to all relevant posts will be subject to satisfactory completion of a criminal record check.

### **3.0 COMPLETION OF APPLICATION FORM**

It is the responsibility of applicants to ensure that the application form is fully and correctly completed and signed and that all relevant information in support of their application is included. Applicants are strongly advised to carefully consider the job description and the criteria for the post and to ensure that their application includes all pertinent details and demonstrates clearly how they meet the criteria for the post.

It should be noted that shortlisting will be based solely upon the information provided by the applicant on the form. Members of the shortlisting panel are not permitted to take into consideration information known to them personally about any applicant.

### **4.0 QUALIFICATIONS**

Applicants must ensure that full and accurate details of qualifications including subject, level of qualification, examining body, grade and year are provided. If you are currently studying for a qualification or have a result pending, please ensure that you indicate this clearly on the form. A formal offer of employment is conditional on receipt of original documentary proof of qualifications.

## **5.0 PRESENT/PREVIOUS EMPLOYMENT DETAILS**

When listing current and previous employment details, applicants must ensure that dates are correct and that the information is provided in date order with the most recent first. Applicants must provide an explanation for gaps in employment history. Applicants for posts in regulated positions i.e. posts involving access to children/young people, may be required to explain gaps in their employment history during the interview process.

The advertised qualifications and experience requirements are the minimum levels required for the post. On receipt of significant numbers of applications, enhanced/desirable shortlisting criteria may have to be applied in order to reach a manageable number of candidates.

## **6.0 REFERENCES**

Applicants are required to provide details of two persons to whom reference may be made regarding their suitability for appointment. For regulated positions, i.e. posts involving access to children or young people, at least one of the referees should be a present or previous employer who can comment on their suitability to work with children/young people. The referees cannot be members of the selection panel for this post or members of the Board of Governors of the school to which the application is being made. Prior consent of referees must be obtained. It should be noted that appointment to regulated positions will be conditional on receipt of satisfactory references.

## **7.0 CANVASSING**

Canvassing means contact or communication at any time in any manner (direct, indirect, oral or written, specific or general) with any member of the Board of Governors of a school involved in the recruitment of the post for which the person has applied which could be deemed or perceived to be for the purpose of advancing that application. Any applicant who is found to have approached a panel member for a post with a view to seeking favourable treatment will be disqualified.

## **8.0 DATA PROTECTION**

Applicants must ensure that the details provided on the application form are correct. The data provided will be processed in accordance with the General Data Protection Regulation (GDPR). The information will be used to:

- process your application;
- form the basis of the computerised and manual record of the recruitment and monitoring process;
- form the basis of a computerised and manual employment record if appointed.

All forms and associated documentation will be treated in the strictest confidence. However, in the case of an applicant taking a legal case against Dominican College, Portstewart, it may be necessary to disclose information to the parties involved. The documents may also be disclosed to the Equality Commission during the course of investigations resulting from claims of discrimination.

## **9.0 INTERVIEW ARRANGEMENTS**

**Candidates for regulated positions will be required to provide photographic evidence of their identity at interview.** This can be a driving licence, passport, electoral identity card or a national identity card if the person is a foreign national. You may be refused an interview if you do not comply with this requirement.

Interviews will not be rescheduled to accommodate candidates who are unable to attend on the agreed date due to reasons such as holidays, as this may be viewed as preferential treatment. If a candidate fails to present him or herself for interview, it will be deemed that they have withdrawn from the selection process.

If a candidate is unavoidably detained enroute to interview they should contact the school immediately. Provided contact is made prior to their final deliberations the interviewing panel may agree, after consideration of the circumstances, to allow the candidate to attend. This decision will be at the absolute discretion of the panel. Any candidate who contacts the panel after deliberations have commenced will not be considered for interview.

If you have a disability and you require special arrangements for interview, you should ensure that you provide details of your needs on the application form. Similarly, if you require an interpreter, you should include this requirement on the form in the relevant information section.

## **10.0 NOTIFICATION OF UNSUCCESSFUL CANDIDATES**

In the interests of economy, candidates not shortlisted for posts may not be notified. Applicants who have not been advised of an interview within 1 week of the closing date for teaching posts or 2 weeks of the closing date for non-teaching posts may wish to contact the school to make enquiries. All candidates selected for interview will be informed whether successful or not.

## **11.0 NOTIFICATION OF SUCCESSFUL CANDIDATES**

Successful candidates will be contacted as soon as is practical after the interview process is complete.

Any recommendation for employment will be subject to the following:

- Completion of a Health Declaration Form. Upon receipt of such the Board may, at its discretion, require a candidate to attend a medical examination.
- Satisfactory completion of the pre-employment vetting process for regulated positions.
- Documentary evidence of eligibility to work in the UK.
- Receipt of Birth Certificate.
- Receipt of original documentary evidence of qualifications.

A confirmed offer of employment will only be issued following all procedural and pre-employment checks.