



HOPEBRIGHT

S C H O O L

RECRUITMENT & SELECTION POLICY

Publication Date: September 2026

Review Date: September 2027



RECRUITMENT AND SELECTION POLICY

Hopebright School

Ground Floor Rear of 155 Deane Road, Bolton, BL3 5AH

Website: www.hopebright.co.uk

Publication Date: September 2026

Review Date: September 2027

Policy Owner: Headteacher

Applies to: All employees, agency staff, supply staff, volunteers, contractors, consultants, governors/directors/proprietor representatives and any adults engaged to work with or around pupils



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Recruitment and Selection Policy

Hopebright School is committed to safeguarding and promoting the welfare of children and young people and requires all staff, volunteers, agency staff, supply staff, contractors and visitors to act in the best interests of pupils at all times.

Hopebright School is a specialist day school for pupils aged 7 to 17 with a range of complex needs, including autism spectrum condition, social, emotional and mental health needs, communication needs and associated learning or developmental needs. The school recognises that robust safer recruitment is a fundamental part of safeguarding, culture, leadership and compliance with the Independent School Standards.

1. Introduction

Hopebright School recognises its duty to make arrangements to safeguard and promote the welfare of children. The school complies with the Education Act 2002 where applicable, the Education and Skills Act 2008, the Education (Independent School Standards) Regulations 2014, the Equality Act 2010, data protection legislation, current statutory safeguarding guidance and all relevant safer recruitment requirements.

This policy has regard to, and should be read alongside, the following current statutory and non-statutory guidance and legislation:

- Keeping Children Safe in Education, including the current version in force at the time of recruitment.
- Working Together to Safeguard Children.
- What to do if you're worried a child is being abused.
- The Education (Independent School Standards) Regulations 2014.
- The Independent School Standards guidance, including the current Department for Education guidance for independent school proprietors and leaders.
- Ofsted's current independent school inspection toolkit and renewed inspection framework expectations.
- The Equality Act 2010.
- The Rehabilitation of Offenders Act 1974 and the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975, as amended.
- Disclosure and Barring Service filtering guidance.
- UK right to work legislation and Home Office employer guidance.
- UK GDPR and the Data Protection Act 2018.
- Local safeguarding partnership procedures.

Hopebright School uses robust recruitment and vetting procedures to help deter, reject or identify people who may pose a risk to children, who may be unsuitable to work with children, or who may otherwise be unsuited to work in a specialist school environment.

The school will also take immediate and appropriate action where information arises during recruitment, employment, volunteering, agency engagement or contractor work that indicates an individual may pose a risk to children, may have behaved in a way that has harmed or may have harmed a child, may have committed a criminal offence against or related to a child, or may have behaved in a way that indicates they may not be suitable to work with children.

The primary concern of Hopebright School at all times is the welfare, safety and best interests of pupils. This includes recognising that pupils with SEND and complex needs may be more vulnerable to abuse, neglect, exploitation, grooming, coercion or unsafe adult behaviour.

This policy applies to:

- All permanent staff.
- Fixed-term staff.
- Temporary staff.
- Supply staff.
- Agency staff.
- Volunteers.
- Contractors working on site or in contact with pupils.
- Consultants and visiting professionals where relevant.
- Members of the proprietor body, directors and governance representatives.
- Any person engaged by the school to work with or around pupils.

This policy should be read in conjunction with Hopebright School's safeguarding and child protection policy, staff code of conduct, whistleblowing policy, low-level concerns policy, allegations against staff policy, data protection policy, equality policy, safer working practice guidance, induction procedures and disciplinary policy.

2. Authorisation for Recruiting

Prior to advertising or filling any vacant post, including replacing staff in existing posts or creating new posts, the headteacher must ensure that appropriate authorisation is received from the proprietor, directors or central/head office function, where applicable.

The staff recruitment authorisation form at Appendix 1 should be completed before recruitment activity begins. The form should identify:

- The post title.
- Whether the role is a new post or replacement post.
- The reason for recruitment.
- Hours of work.
- Whether the post is permanent or temporary.
- Proposed salary or salary range.
- Budget authorisation.
- Whether an agency is being used.
- Whether agency terms have been approved.
- Whether the job description and person specification have been reviewed.
- Whether the role involves regulated activity.
- Whether the role requires an enhanced DBS check with children's barred list information.
- Any specific qualification, professional registration or safer recruitment requirements.

No vacancy should be advertised until the post has been authorised and the job description and person specification have been reviewed to ensure they accurately reflect the safeguarding responsibilities, required qualifications, competencies and expectations of the role.

3. The Advertising of Posts

Unless there are exceptional circumstances, vacancies at Hopebright School will normally be advertised internally, on the school website where appropriate, through relevant recruitment platforms and through suitable education or specialist recruitment routes. Senior posts may also be advertised more widely.

All advertisements will make clear:

- Hopebright School's commitment to safeguarding and promoting the welfare of children.
- That the successful applicant will be required to undertake safer recruitment checks.
- That appointments are subject to satisfactory references, identity checks, right to work checks, qualification checks, prohibition checks where relevant, online searches where appropriate, and a criminal record check via the Disclosure and Barring Service.
- That the role may involve regulated activity with children.
- That the school is an equal opportunities employer.

Advertisements will normally include:

- Post title.
- Location: Hopebright School, Ground Floor Rear of 155 Deane Road, Bolton, BL3 5AH.
- Salary or salary range.
- Hours of work.
- Contract type.
- Start date where known.
- Reporting line.
- Required qualifications, training, experience and skills.
- A short description of the school and pupil cohort.
- Closing date and interview date where known.
- Instructions for applying.

The school will not knowingly use recruitment methods that exclude or disadvantage applicants with protected characteristics, unless a requirement is objectively justified. Recruitment materials will be reviewed to ensure that they reflect Hopebright School's values, inclusive ethos and safeguarding culture.

4. Candidate Information Pack

All prospective employees should be provided with a candidate information pack. This will normally include:

- Job description.
- Person specification.
- Application form.
- Guidance notes for applicants.
- Job applicant privacy notice.
- Equal opportunities monitoring form.
- Safeguarding statement.
- Information about Hopebright School and its specialist pupil cohort.
- Details of the recruitment timetable.
- Information about required pre-employment checks.

All applicants must complete the application form in full and return it by the stated deadline. Hopebright School will not accept a curriculum vitae in place of a completed application form. Applicants may attach relevant supplementary information, but this will not replace the requirement to complete the full application form.

The application form requires candidates to provide a full employment history from leaving secondary education, including part-time work, voluntary work, temporary roles, agency roles, periods of unemployment, education, training, caring responsibilities and any other gaps. Candidates must explain any gaps or anomalies in their employment history.

Incomplete applications may be rejected without further consideration. Where information is unclear or incomplete, the school may seek clarification before deciding whether to shortlist.

Potential employees may normally be offered the opportunity to visit the school prior to short-listing or interview, where this can be safely and appropriately arranged.

5. Short-listing for Site Visit

On receipt, all applications will be scrutinised to ensure that:

- They are fully and properly completed.
- The information provided is consistent.
- There are no unexplained discrepancies.
- Employment history is complete.
- Any gaps in employment, education or training are identified.
- Reasons for leaving previous roles are considered.
- Relevant qualifications, experience and training are identified.
- Safeguarding declarations are completed.
- Any disclosed criminal, disciplinary, safeguarding or suitability information is considered appropriately.

Incomplete applications may be rejected without further consideration. Any anomalies, discrepancies, repeated job changes, unexplained gaps, concerns about reasons for leaving, or safeguarding-related information will be noted and considered during short-listing and interview.

Short-listing for a Hopebright School visit will be undertaken by appropriately trained staff, normally including the recruiting manager and/or the headteacher or senior leader. Short-listing will be based on the criteria in the person specification and the evidence provided in the application form.

Where a site visit forms part of the process, successful applicants may be invited to attend a visit. A visit is not a substitute for a formal interview or safer recruitment checks.

6. Visits to Hopebright School

Visits by potential employees are encouraged where appropriate and can form a valuable part of the recruitment and selection process. Candidates may be given a guided tour and accurate information relevant to the position.

The member of staff hosting the visit will be someone with the knowledge and experience necessary to answer questions about the role, the school and the pupil cohort. The visit will be managed in line with safeguarding requirements. Candidates visiting the school will be supervised and will not be left alone with pupils.

During a visit, staff may consider the candidate's:

- Professional conduct.
- Punctuality.
- Respectful interaction with staff and pupils.
- Understanding of professional boundaries.
- Interest in the role.
- Understanding of specialist education.
- Ability to communicate appropriately.
- Response to the school environment.

Any concerns arising during a visit will be recorded and considered as part of the selection process.

7. Equality, Diversity and Reasonable Adjustments

Hopebright School is committed to equality, diversity, inclusion and fairness in recruitment. All applications will be considered on the basis of the knowledge, understanding, qualifications, skills, values, experience and professional suitability required to undertake the role.

The school welcomes applications from all sectors of the community and will not discriminate unlawfully on the basis of age, disability, gender reassignment, marriage or civil partnership, pregnancy or maternity, race, religion or belief, sex or sexual orientation.

Applicants may be invited to complete an equal opportunities monitoring form. This information will be separated from the application form and will not be used in short-listing or selection decisions. It will be used only for monitoring purposes by authorised personnel.

Hopebright School will apply the following principles when recruiting or selecting for posts, whether externally or internally:

- Individuals will be assessed according to their ability and suitability to carry out the role.
- Assumptions will not be made that only certain types of person can perform certain types of work.
- Essential criteria will be limited to those genuinely required for the role.

- The required level of qualifications, skills, knowledge or experience will not be overstated.
- Age requirements will not be used unless objectively justified.
- Requests for a specific number of years' experience will be avoided unless objectively justified.
- Recruitment only by word of mouth will be avoided unless there is a clear and justifiable reason.
- Selection tests, tasks and assessments will relate directly to job requirements.
- Selection tasks will be reviewed to ensure they remain relevant and free from unjustifiable bias.
- Applications will be processed consistently.
- Interview questions will relate to the requirements of the job and safeguarding suitability.
- Written records of interviews and appointment decisions will be kept in line with data protection requirements.
- Reasonable adjustments will be made for disabled applicants where needed.
- Recruitment decisions will be made only by people who understand this policy and have received appropriate training, including safer recruitment training where required.

Where a provision, criterion or practice places a disabled applicant at a substantial disadvantage, the school will consider reasonable adjustments to remove or reduce the disadvantage. This may include adjustments to interview arrangements, communication format, timing, location, assessment method, access needs, sensory needs or other reasonable support.

8. Short-listing

Short-listing of candidates who meet the requirements for the role will normally be conducted by at least two people wherever possible. At least one person involved in the recruitment process should have completed safer recruitment training. For formal interview panels, the chair must have completed safer recruitment training.

Short-listing decisions will be based on the application form and measured against the person specification. The school will record the reasons for short-listing and non-short-listing.

Short-listing will consider:

- Essential qualifications.
- Relevant experience.
- Knowledge and skills.
- Understanding of safeguarding.
- Understanding of SEND and specialist education where relevant.
- Values and professional suitability.
- Gaps or inconsistencies in employment history.
- Reasons for leaving previous roles.
- Disciplinary or safeguarding declarations.
- Any information arising from a site visit.

Candidates who undertake a site visit may be judged on their conduct during the visit, including professionalism, boundaries, communication, demeanour, respectfulness and suitability for the school environment.

The school will not shortlist solely on the basis of a CV. A completed application form is required for all candidates.

9. Online Searches

As part of safer recruitment, Hopebright School may carry out online searches on shortlisted candidates. This is intended to help identify any incidents or issues that are publicly available online and may be relevant to the candidate's suitability to work with children.

Online searches will be:

- Conducted only for shortlisted candidates.
- Limited to publicly available information.
- Relevant to safeguarding and suitability.
- Conducted consistently for candidates in the same recruitment process.
- Recorded appropriately.
- Kept separate from equal opportunities information.
- Discussed with the candidate where relevant and appropriate.

The purpose of an online search is not to gather irrelevant personal information, to intrude into private life, or to make decisions based on protected characteristics. Search findings will be considered only where they are relevant to safeguarding, professional conduct, suitability, honesty, integrity or the role applied for.

Where an online search raises a concern, the candidate will normally be given an opportunity to respond before a recruitment decision is made, unless doing so would create a safeguarding, legal or investigation risk.

10. Interview

Candidates will normally be interviewed by a panel. The number and experience of panel members will vary according to the nature and seniority of the role. The chair of every appointment panel must have successfully completed safer recruitment training.

Interviews will normally follow a predetermined format, with the panel agreeing a set of core questions to ask all candidates. Follow-up questions may be asked depending on the candidate's responses.

The interview will assess:

- Suitability for the role.
- Knowledge, skills and experience.
- Understanding of safeguarding and child protection.
- Understanding of professional boundaries.
- Motivation for working with children and young people.
- Understanding of SEND, autism, trauma-informed practice and specialist education where relevant.
- Ability to work safely and respectfully with vulnerable pupils.
- Ability to follow policies, procedures and instructions.
- Values, resilience and emotional suitability for the role.
- Attitudes towards behaviour support, inclusion and pupil welfare.

The panel will also explore:

- The candidate's identity.

- Qualifications and professional registration where relevant.
- Employment history.
- Gaps in employment.
- Reasons for leaving previous roles.
- Any discrepancies in the application form.
- Any concerns or discrepancies arising from references where references have already been obtained.
- Any information arising from online searches.
- Any declared criminal record, disciplinary history, allegation or suitability issue.

Candidates will be asked whether there is anything they wish to declare in light of the fact that an enhanced DBS check, barred list check, prohibition check where relevant, online search and other pre-appointment checks may be required.

Where appropriate, pupils may contribute to the recruitment process in a carefully planned and supervised way. This may include a pupil panel, prepared questions, a tour, or feedback on a candidate's interaction. Pupil involvement will always be managed safely, sensitively and in line with safeguarding procedures. Pupil feedback will inform but not determine the appointment decision.

After each interview, candidates will be assessed against the person specification and interview criteria. The panel will deliberate where there is more than one appointable candidate. Appointment decisions will be recorded.

For further information on interview format, see Appendix 5.

11. Pre-Appointment Checks

Any offer of appointment to a successful candidate, including a candidate who has lived or worked abroad, will be conditional upon satisfactory completion of all required pre-employment checks.

Before an appointment is confirmed, Hopebright School will carry out, where applicable:

- Verification of identity.
- Verification of right to work in the UK.
- Enhanced DBS check.
- Children's barred list check where the role involves regulated activity.
- Prohibition from teaching check for teaching roles.
- Section 128 direction check for management roles and other roles where required.
- Checks relating to childcare disqualification where relevant.
- Verification of professional qualifications.
- Verification of professional registration where relevant.
- Overseas checks where a candidate has lived or worked outside the UK.
- References.
- Medical fitness assessment after offer.
- Online searches where applicable.
- Assessment of suitability to work with children.

- Any other checks required by law, statutory guidance, the Independent School Standards or the role.

Applicants and volunteers must not start work until all required checks have been completed and recorded, unless a risk-assessed and time-limited exception is permitted in accordance with statutory guidance and approved by the headteacher. Where such an exception is made, the person will not be left unsupervised with pupils and the risk assessment will be recorded.

For further information, see Appendix 6.

12. References

The purpose of references is to obtain objective, factual information to support appointment decisions and assess suitability to work with children.

References will normally be taken for any candidate who is offered a position. In some circumstances, references may be sought earlier, but only with the candidate's knowledge and consent unless there is a lawful basis for doing otherwise.

Hopebright School will:

- Obtain at least two professional references for external candidates.
- Ensure one reference is from the candidate's current or most recent employer.
- Seek references from different organisations wherever possible.
- Request references directly from the referee.
- Not accept open references or testimonials addressed "to whom it may concern".
- Include the job description and person specification with reference requests where appropriate.
- Ask specific questions about suitability to work with children.
- Ask about disciplinary procedures, allegations or concerns relating to children or young people where the referee is a current or previous employer in work with children.
- Ask about attendance and conduct where appropriate.
- Scrutinise references on receipt.
- Verify references by contacting the referee.
- Resolve concerns or discrepancies before confirming appointment.
- Compare references with the application form and interview responses.
- Record discussions, clarifications and outcomes.

For internal candidates, a line manager reference will normally be obtained. Additional references may be requested where appropriate.

For further information, see Appendix 8.

13. Use of Agency and Supply Staff

Short-term or temporary posts may be filled using agency or supply staff where appropriate authorisation has been obtained. Before any agency or supply worker begins work at Hopebright School, the school must receive written confirmation from the agency that all required checks have been carried out in accordance with Keeping Children Safe in Education, the Independent School Standards and relevant legislation.

The written confirmation must cover, where applicable:

- Identity check.
- Right to work check.
- Enhanced DBS check.
- Children's barred list check where required.
- Prohibition from teaching check where relevant.
- Section 128 check where relevant.
- Qualification checks where relevant.
- Overseas checks where relevant.
- References.
- Safeguarding and suitability checks.
- Date of checks.

Any agency or supply worker commencing work must bring photographic identification on their first day. The school will check that the person presenting is the same person for whom checks have been completed. The school will also record required information on the single central record.

Agency and supply staff will receive appropriate induction, including safeguarding, child protection, fire procedures, behaviour expectations, staff code of conduct, whistleblowing, low-level concerns and site-specific information.

14. Employment of Ex-Offenders

The suitability for employment of a person with a criminal record will vary depending on the nature of the role and the details and circumstances of any conviction, caution or other relevant information.

Hopebright School will not unfairly discriminate against candidates with criminal records. Having a criminal record will not automatically prevent appointment. However, because roles at Hopebright School involve working with children and may involve regulated activity, the school must carefully assess any information relevant to safeguarding and suitability.

The school will follow current DBS filtering guidance. Applicants are only required to disclose convictions or cautions that are not protected. Protected cautions and protected convictions do not need to be disclosed and will not be taken into account if disclosed.

Where relevant information is disclosed or appears on a DBS certificate, the school will consider:

- The seriousness of the offence.
- Whether it is relevant to working with children.
- The age of the offence.
- The candidate's age at the time.



- Whether it was isolated or part of a pattern.
- The circumstances surrounding the offence.
- Any explanation offered by the candidate.
- Evidence of rehabilitation.
- The nature of the role.
- The level of supervision.
- Contact with pupils.
- Safeguarding risk.
- Whether appointment would comply with law and statutory guidance.

All discussions and decisions will be recorded. Where a candidate is found to have relevant disclosure information, the final decision on recruitment will be made by the headteacher or other authorised senior leader after consultation with HR, the proprietor or safeguarding advisers where appropriate.

For further information, see Appendix 9.

15. DBS Update Service

Employees may be required or strongly encouraged, according to organisational procedure, to join the DBS update service when applying for a new DBS check and to give consent for the school or organisation to carry out online status checks where appropriate.

Where the DBS update service is used, the school will:

- Obtain the individual's consent.
- Check the original DBS certificate before relying on the update service.
- Ensure the certificate is at the right level and for the correct workforce.
- Record the date of the update service check.
- Act appropriately where a status check indicates new information.

Online DBS status checks may be carried out periodically in accordance with organisational policy, safeguarding requirements and any role-specific risk assessment.

16. Single Central Record

Hopebright School will maintain a single central record in accordance with the requirements for independent schools and current statutory safeguarding guidance.

The single central record will cover:

- All staff, including teacher trainees on salaried routes.
- Supply staff.
- Agency staff.
- Volunteers.
- Others who work in regular contact with pupils.
- Members of the proprietor body, directors and governance representatives, as required.

The single central record will include the checks required by statutory guidance and the Independent School Standards, including, where applicable:

- Identity check.
- Barred list check.
- Enhanced DBS check.
- Prohibition from teaching check.
- Section 128 check.
- Further checks for people who have lived or worked outside the UK.
- Professional qualification checks.
- Right to work in the UK check.
- Date checks were completed.
- Person who carried out or verified the check.
- Agency confirmation checks for agency and supply staff.

The single central record will be maintained accurately and kept up to date. The details in personnel files must cross-match with the single central record. The headteacher or delegated senior leader will review the single central record regularly and correct any omissions promptly.

The single central record is a key safeguarding document and may be reviewed during inspection.

17. Staff Training

All staff involved in recruitment and selection will receive training appropriate to their role and responsibilities. The chair of every appointment panel must have successfully completed safer recruitment training.

Training will include, where relevant:

- Safer recruitment principles.
- Keeping Children Safe in Education requirements.
- Independent School Standards requirements.
- Short-listing and employment history scrutiny.
- Online searches.
- Interviewing for safeguarding suitability.
- Pre-employment checks.
- DBS and barred list checks.
- Prohibition and Section 128 checks.
- References.
- Equality and reasonable adjustments.
- Data protection and confidentiality.
- Recording recruitment decisions.
- Single central record requirements.

Recruitment training will be refreshed periodically and when statutory guidance or school procedures change.

18. Data Protection and Retention

Hopebright School will process recruitment data in accordance with UK GDPR, the Data Protection Act 2018 and the school's data protection policies.

Recruitment information will be used only for legitimate recruitment, safeguarding, legal, regulatory and employment purposes. Information will be accessed only by those who need it for those purposes.

Unsuccessful applicant data will normally be retained for six months after the end of the recruitment process, unless there is a lawful reason to retain it for longer. Successful applicant data will be transferred to the employee's personnel file and retained in accordance with the staff privacy notice and retention schedule.

Recruitment records will be stored securely. Sensitive information, including DBS information and equality monitoring data, will be handled carefully and kept separate where required.

19. Implementation, Monitoring, Evaluation and Review

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

The headteacher is responsible for ensuring that staff involved in recruitment understand this policy and that recruitment practice is consistent with safer recruitment, safeguarding, equality, data protection and independent school requirements.

An electronic copy of this policy will be made available on the school website: www.hopebright.co.uk.

This policy will be reviewed at least annually and more frequently if required by changes in national legislation, statutory guidance, local safeguarding procedures, inspection expectations or organisational practice.

The proprietor and directors will undertake appropriate oversight of recruitment and safeguarding arrangements and will ensure that duties are discharged in accordance with current legislation, regulations and statutory guidance.



Appendix 1: Staff Recruitment Authorisation Form

School	Hopebright School		
Address	Ground Floor Rear of 155 Deane Road, Bolton, BL3 5AH		
Position			
Job description attached	Yes / No		
New post or replacement	New / Replacement		
If replacement, salary of incumbent			
Hours per week			
Temporary or permanent	Temporary / Permanent		
If temporary, length of contract			
Proposed salary			
Is an agency being used?	Yes / No		
Agency name			
Have terms been approved by HR/Finance/Proprietor?	Yes / No / N/A		
Does the role involve regulated activity with children?	Yes / No		
DBS level required	Enhanced / Enhanced with barred list / Other		
Qualification or professional registration required			
Additional information			
Authorisation	Name	Signature	Date
Recruiting manager			
Headteacher			
Proprietor/director/head office authorisation			

Appendix 2: Application for Employment

Position Applied For

Position applied for	
Location	Hopebright School, Ground Floor Rear of 155 Deane Road, Bolton, BL3 5AH

Hopebright School is an equal opportunities employer. Applications will be assessed solely on merit against the requirements of the role. We welcome applications from all sectors of the community, irrespective of age, disability, gender reassignment, marriage or civil partnership, pregnancy or maternity, race, religion or belief, sex or sexual orientation.

1. Personal Information

Field	Response
Surname / family name	
Forename(s)	
Maiden / former name(s)	
Title	Mr / Mrs / Miss / Ms / Mx / Other
Address	
Postcode	
Home telephone number	
Mobile telephone number	
Email address	
National Insurance number	
Date of birth	
Do you have any family or close relationship with existing employees, directors, proprietors or governors of Hopebright School?	Yes / No
If yes, please give details	

Teacher / professional details	Response
Teacher reference number, if applicable	
Social work reference number, if applicable	
Do you have Qualified Teacher Status?	Yes / No / N/A
Do you have Qualified Teacher Learning and Skills status?	Yes / No / N/A
Are you registered with any professional body relevant to the role?	Yes / No / N/A
If yes, please provide details	



Driving information, where relevant to the role	Response
Do you hold a full and valid driving licence?	Yes / No
Do you own or have access to a roadworthy motor vehicle?	Yes / No
Summary of entitlement	
Do you have any endorsements?	Yes / No
If yes, please give details	

2. Education and 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

Examples may include safeguarding, child protection, first aid, Team Teach, positive behaviour support, autism, trauma-informed practice, health and safety, medication, moving and handling, food hygiene or other role-specific training.

Training organisation	Course title / qualification	Course duration	Date completed

3. Rehabilitation of Offenders Act 1974

The role you are applying for may be exempt from the Rehabilitation of Offenders Act 1974. You are required to disclose convictions and cautions that are not protected under current filtering rules. You do not need to disclose protected cautions or protected convictions.



Question

Response

Do you have any convictions, cautions, reprimands or warnings that are not protected and that you are legally required to disclose?

Yes / No

Are there any criminal proceedings pending against you?

Yes / No

If yes, please provide details

Details of conviction/caution/relevant matter

Date

Sentence/outcome

Please continue on a separate sheet if necessary.

4. Current or Most Recent Employer

Field

Response

Employer name

Contact name

Contact telephone number

Address

Postcode

Email address

Date started

Date finished, if applicable

Current salary

Notice required

Job title

Contracted hours

Specific reason for leaving

Key duties and responsibilities

5. Employment History

Please provide a full employment history, including full-time, part-time, temporary, agency and voluntary work, from leaving secondary education. Please include day, month and year wherever possible.

Employer name and address	Job title and key duties	Dates from/to	Salary	Specific reason for leaving
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Continue on a separate sheet if necessary.

Please explain any gaps in your employment history since leaving secondary education, excluding periods of full-time education already listed above. Examples may include unemployment, ill health, family commitments, travel, caring responsibilities or career breaks.

Dates	Explanation
-------	-------------

Safeguarding and disciplinary declarations

Response

Have you ever been subject to any disciplinary procedure, capability procedure, investigation or allegation related to children or vulnerable adults? Yes / No / N/A

Have you ever been dismissed, resigned or left employment while subject to investigation, disciplinary action or safeguarding concerns? Yes / No / N/A

Have you ever been referred to, or been the subject of consideration by, the DBS, TRA, a local authority designated officer, professional regulator or similar body? Yes / No / N/A

If yes to any of the above, please provide details

6. Statement of Competence for the Role

Please use this section to demonstrate your suitability and competence for the role. You should provide real examples showing that you have the skills, knowledge, values, understanding and experience required to carry out the role. You may wish to include examples relating to safeguarding, SEND, autism, behaviour support, teamwork, communication, resilience, professional boundaries, equality and inclusion.

Statement

7. Leisure Interests

This is an opportunity to tell us how you relax and spend your spare time. Given the specialist nature of Hopebright School, there may be opportunities to share appropriate interests with pupils as part of enrichment, curriculum or personal development activities.

Leisure interests

8. References

Please provide details of two professional referees. One must be your current or most recent employer. Referees should be from different organisations wherever possible. Character references from friends or relatives will not be accepted. References will normally be taken once an offer of employment has been made and accepted. In some circumstances, references may be requested earlier with your knowledge and consent.

Referee 1	Response
Name	
Position	
Organisation	
Address including postcode	
Telephone number	
Email address	
Time known	
Capacity in which known	
Is this your current or most recent employer? Yes / No	

Referee 2	Response
Name	

Referee 2**Response**

Position

Organisation

Address including postcode

Telephone number

Email address

Time known

Capacity in which known

Is this your current or most recent employer? Yes / No

9. Declaration

I declare that I have read the guidance notes that accompany this form, including the privacy notice setting out how my personal data will be processed. I understand why the information I provide is required and consent to it being used for the purposes of progressing my application for employment with Hopebright School.

I declare that I am not barred from working with children or vulnerable adults and am not subject to a prohibition order, Section 128 direction or any other restriction that would prevent me from carrying out the role for which I have applied.

I declare that, to the best of my knowledge, the details given in this application form are true and complete.

I understand that failure to disclose information, or the provision of incorrect or misleading information, may result in an offer of appointment being withdrawn, disciplinary action being taken, summary dismissal at a later date and/or referral to the police, DBS, TRA, local authority designated officer or other relevant body.

Signature**Date**

Appendix 3: Guidance Notes for Applicants

Application Procedure

Please read these notes carefully before completing the application form. These notes are for information only and do not form part of any subsequent contract of employment.

Completing the application form is the first step in the recruitment process, which may lead to interview and the possible offer of employment. It is important that you complete all sections of the application form fully and accurately. If a section is not relevant, please write “not applicable” or “N/A”.

The information you provide is covered by data protection legislation. You should read the job applicant privacy notice carefully before completing the form.

Please type or write clearly and legibly. You must not send a CV instead of completing the application form. A CV will not be accepted as a substitute during the selection process. You may attach relevant supplementary information or documents if you wish.

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

If shortlisted for interview, you will be asked to provide proof of identity, right to work in the UK, professional qualifications and any other relevant documents.

Safeguarding and Child Protection

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

Recruitment of staff who work with pupils at Hopebright School is carried out in line with current Keeping Children Safe in Education guidance and includes safer recruitment checks. Depending on the role, these may include an enhanced DBS check, children’s barred list check, prohibition from teaching check, Section 128 direction check, references, identity check, right to work check, qualification checks, online search and overseas checks.

Please ensure you bring original identification documents required for DBS and right to work checks if you are invited to interview. Further information about acceptable DBS documents is available from the Disclosure and Barring Service.

Equality and Diversity

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

Hopebright School values diversity in its workforce and is committed to appointing the best candidate for each role. To minimise the risk of discrimination, the school will focus on relevant skills, qualities, qualifications, values and experience throughout the recruitment process.

Where appropriate, Hopebright School will make reasonable adjustments during recruitment and selection. If you require adjustments in order to participate in the recruitment process, please tell us as early as possible.

As part of our commitment to equality of opportunity, we collect monitoring data from applicants. The equal opportunities monitoring form is voluntary. It will be separated from your application form before short-listing and interview and will not be available to the selection panel.

1. Personal Information

Please complete the personal information section in full and respond to every question.

2. Education and Training

Please list secondary, further and higher education attended, including start and finish dates, qualifications, grades, levels and dates of award.

Please list training that is relevant to the position you are applying for.

3. Rehabilitation of Offenders Act 1974

Some roles at Hopebright School are exempt from the Rehabilitation of Offenders Act 1974 because they involve work with children and may involve regulated activity. You must disclose convictions and cautions that are not protected and that you are legally required to disclose. You do not need to disclose protected cautions or protected convictions.

Having a criminal record will not automatically prevent employment. Any relevant information will be considered fairly and proportionately in relation to the role, safeguarding requirements and current DBS guidance.

It is a criminal offence to apply for regulated activity with children if you are barred from doing so.

4. Current or Most Recent Employer

Please provide full details of your current or most recent employer, including contact details, notice period, reason for leaving and key duties.

Hopebright School reserves the right to take up references at an appropriate point in the recruitment process.

5. Employment History

Please provide a full employment history from leaving secondary education, including full-time, part-time, temporary, agency and voluntary work.

You must explain all gaps in employment history, excluding periods of full-time education already listed.

6. Statement of Competence for the Role

Use this section to describe what you have done in previous employment, volunteering, education or other relevant situations that demonstrates the skills, knowledge, values and experience required for the role.

You should focus on your own involvement, actions, decisions, learning and impact. You may be asked detailed questions about your examples at interview.

7. Leisure Interests

This section gives you an opportunity to tell us about hobbies, interests, recreational achievements or memberships. Appropriate interests may be relevant to enrichment opportunities at Hopebright School.

8. References

Please provide two professional referees. One must be your current or most recent employer. Character references from friends or relatives will not be accepted.

References will normally be taken after an offer of employment has been made and accepted, although they may be requested earlier with your knowledge and consent.

9. Declaration

Please read, sign and date the declaration. Failure to disclose information or the provision of incorrect information may result in an offer being withdrawn, disciplinary action, dismissal and/or referral to relevant authorities.

Prevention of Illegal Working

Hopebright School is required to check that employees have the right to work in the UK before employment begins. If invited to interview, you may be asked to provide original documentation or complete a digital right to work check where applicable.



Acceptable evidence may include a British or Irish passport, immigration status documentation, a share code, or other documentation permitted under current Home Office guidance. The school will follow current Home Office right to work procedures.

You may not be allowed to proceed with appointment if you cannot provide satisfactory evidence of your right to work in the UK.

Appendix 4: Job Applicant Privacy Notice

Application for Employment Privacy Notice

As part of any recruitment process, Hopebright School collects and processes personal data relating to job applicants. The school is committed to being transparent about how it collects and uses that data and to meeting its data protection obligations.

What information do we collect?

Hopebright School may collect a range of information about you, including:

- Your name, address and contact details, including email address and telephone number.
- Details of qualifications, skills, experience and employment history.
- Information about your current remuneration and notice period.
- Information about whether you require reasonable adjustments during recruitment.
- Information relating to convictions, cautions or other relevant safeguarding declarations that you are legally required to disclose.
- Information about your entitlement to work in the UK.
- References from current or previous employers.
- Interview notes and assessment outcomes.
- Online search information relevant to safeguarding or suitability.
- Professional registration information where relevant.
- Medical fitness information after an offer is made.

Hopebright School may collect this information from application forms, supplementary documents, identity documents, right to work evidence, interviews, assessments, referees, DBS checks, professional bodies, publicly available online sources and other lawful recruitment checks.

Why do we process personal data?

Hopebright School processes recruitment data to:

- Manage the recruitment process.
- Assess and confirm a candidate's suitability for employment.
- Meet safeguarding and safer recruitment duties.
- Comply with statutory guidance and independent school requirements.
- Confirm identity, qualifications, right to work and professional registration.
- Obtain references.
- Carry out DBS and other pre-employment checks.
- Make reasonable adjustments.
- Monitor equality and diversity.
- Respond to and defend against legal claims.

The lawful bases for processing may include legal obligation, legitimate interests, contract or steps prior to entering into a contract, consent where appropriate, and substantial public interest for safeguarding-related processing.

Who has access to data?

Your information may be shared internally for recruitment purposes with authorised staff, including HR, the headteacher, recruiting managers, interview panel members and safeguarding leaders where relevant.

The school will not share your data with third parties unless it is necessary and lawful to do so. If your application is successful and an offer is made, the school may share information with referees, the DBS, professional bodies, occupational health providers, payroll providers, the Home Office, local authorities, safeguarding partners or other organisations where required for recruitment, safeguarding, employment or legal purposes.

How do we protect data?

Hopebright School takes the security of personal data seriously. The school has policies and controls in place to ensure that recruitment data is not lost, accidentally destroyed, misused, disclosed inappropriately or accessed by unauthorised persons.

How long do we keep data?

If your application is unsuccessful, the school will normally retain your recruitment data for six months after the end of the recruitment process, unless there is a lawful reason to retain it for longer.

If your application is successful, personal data gathered during recruitment will be transferred to your personnel file and retained in accordance with the staff privacy notice and retention schedule.

Your rights

As a data subject, you have rights under data protection legislation. These may include the right to:

- Access and obtain a copy of your data.
- Require the school to correct inaccurate or incomplete data.
- Require the school to delete or stop processing data in certain circumstances.
- Object to processing in certain circumstances.
- Request restriction of processing in certain circumstances.

If you wish to exercise these rights, please contact the school or the organisation's data protection lead.

If you believe that your data protection rights have not been complied with, you can complain to the Information Commissioner's Office.

What if you do not provide personal data?

You are under no obligation to provide information requested by Hopebright School. However, if the school cannot complete required recruitment, safeguarding, legal or employment checks because information has not been provided, your application may not be processed or an offer may not be confirmed.

Appendix 5: Interview Format

Interviews will normally follow a predetermined format. The panel will agree a set of core questions for all candidates in order to establish suitability for the role. A candidate's response may determine whether and how follow-up questions are asked. Responses will be recorded.

The interview panel will assess:

- The applicant's suitability for the role.
- Motivation for working with children and young people.
- Understanding of safeguarding and child protection.
- Understanding of professional boundaries.
- Understanding of the needs of pupils at Hopebright School.
- Relevant knowledge, qualifications, skills and experience.
- Values and attitudes.
- Ability to work as part of a team.
- Resilience, communication and reflective practice.

The interview panel will also explore:

- Verification of identity, qualifications and experience.
- Verification of registration with a professional body where relevant.
- Gaps in employment history.
- Reasons for leaving previous employment.
- Concerns or discrepancies arising from the application form, online search or references.
- Any safeguarding, disciplinary or suitability declarations.

The panel will ask candidates whether they wish to declare anything in light of the fact that DBS, barred list, prohibition, Section 128 or other checks may be required.

After each interview, candidates will be measured against the person specification and selection criteria. The panel will record reasons for appointment and non-appointment.

Appendix 6: Pre-Appointment Checks

All offers of employment are made in writing, giving details of salary, start date, contract type and probationary period. Successful candidates will be asked to accept the post in writing.

All offers are conditional on satisfactory completion of pre-appointment checks. Any failure to disclose information, or provision of incorrect or misleading information, may result in an offer being withdrawn, disciplinary action, dismissal and/or referral to relevant authorities.

When appointing staff or volunteers, Hopebright School will carry out the following checks where applicable:

Check	Requirement
Identity	Verify identity, preferably from current photographic ID and proof of address.
Right to work	Verify right to work in the UK before employment begins.
DBS	Obtain an enhanced DBS check at the appropriate level.
Barred list	Check children's barred list where the role involves regulated activity.
Prohibition from teaching	Check where the role involves teaching work.
Section 128	Check for management roles and other roles where required.
Childcare disqualification	Consider where relevant to the role and setting.
Qualifications	Verify professional and relevant qualifications.
Professional registration	Verify registration where required.
Overseas checks	Undertake further checks where the person has lived or worked outside the UK.
References	Obtain and scrutinise references.
Medical fitness	Verify fitness to carry out work responsibilities after offer.
Online search	Complete for shortlisted candidates where applicable.

Applicants and volunteers should not start work until all necessary checks have been completed. Any exception must be approved by the headteacher, risk assessed, recorded and supervised.

Appendix 7: Health Monitoring and Review Form

Hopebright School takes the welfare of employees seriously. The school is required to consider risks to which employees may be exposed at work and to assess fitness to carry out the role. This form should normally be completed after a conditional offer has been made.

The information provided will be treated in confidence and in accordance with data protection requirements.

Field Response

Name

Job title

Setting Hopebright School

Manager’s name

Do you presently suffer, or have you previously suffered, any illness, injury, condition or problem involving or affecting any of the following?

Area	Yes No Area	Yes No
Circulatory system	Blood	
Heart	Respiratory system including asthma	
Dizziness/fits/fainting	Headaches/migraines	
Epilepsy	High blood pressure	
Eyesight	Hearing	
Back/neck	Bones/joints/muscles	
Arthritis/rheumatism	Mobility	
Hernia/rupture	Stomach	
Kidneys/liver	Bowel/bladder	
Diabetes	Skin	
Allergies including hay fever	Depression/anxiety	

Question

Yes No

Are you currently taking prescribed medication?

Are you currently under the care of a healthcare professional?

Do you have a condition that could be considered a disability under the Equality Act 2010?

Has your employment ever been terminated on grounds of ill health?

Have you ever made a claim for occupational injury or ill health?

Have you worked in an industry with high noise exposure levels?

Have you ever been exposed to biological agents, infectious diseases or toxic materials?

If you answered yes to any question above, or know of any other health information that may be relevant, please provide further details below.

Details

Employee signature

Date

Manager comments

Please include a record of any discussion about declared conditions, reasonable adjustments, occupational health referral, risk assessment or support required.

Manager comments

Manager signature Date

Appendix 8: References

Hopebright School will normally take up references once an offer of employment has been made and accepted. In some circumstances, references may be requested earlier, but this will only happen with the candidate's knowledge and consent unless there is a lawful basis for doing otherwise.

References will always be obtained, scrutinised and concerns resolved satisfactorily before appointment is confirmed. References will always be requested directly from the referee. Open references, testimonials or references addressed "to whom it may concern" will not be accepted.

The school will seek at least two references for external candidates, including the current or most recent employer. For internal candidates, a line manager reference will normally be obtained. Additional references may be requested where appropriate.

A copy of the job description and person specification may be included with reference requests. Every request will ask:

- The referee's relationship with the candidate.
- Whether the referee is satisfied that the person has the ability and suitability for the role.
- Specific comments about the applicant's suitability for the post.
- How the applicant has demonstrated the person specification.
- Whether the referee is completely satisfied that the candidate is suitable to work with children.
- If not, specific details of concerns.

Requests to a current or previous employer in work with children will also seek:

- Confirmation of employment dates, post, salary and attendance record.
- Verifiable comments about performance history and conduct.

- Details of disciplinary procedures.
- Details of allegations or concerns relating to the safety and welfare of children or young people.
- Whether the candidate has ever been subject to safeguarding concerns or referral.
- Whether the referee would re-employ the candidate.

References will be checked on receipt to ensure questions have been answered satisfactorily. Referees may be contacted to verify the reference and clarify vague or incomplete answers. References will be compared with the application form. Discrepancies will be discussed with the candidate and recorded.

Reference Request Template

PRIVATE AND CONFIDENTIAL

Name

Address

Date

Dear [Referee Name],

Reference Request

Applicant's name: [Name]

Post applied for: [Post]

The above person has applied for the above post at Hopebright School and has given permission for us to approach you for a reference. We would be grateful if you would respond to the questions below and provide any additional relevant information on a separate sheet if needed. The job description and person specification are enclosed.

The information you provide will be treated in confidence. However, please note that recruitment documentation may be required by statutory bodies, inspectors, safeguarding partners, courts or tribunals, or in response to a lawful data protection request.

Please return your response to: [email address]

Thank you for your assistance.

Yours sincerely,

[Name]

[Job title]



Reference Questions

Applicant name:

Post applied for:

Question	Response
-----------------	-----------------

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

Dates of employment From: / To:

Salary

Why did the applicant leave your employment? If dismissed, please give details.

Are there any current or pending disciplinary sanctions on the applicant's record? Yes / No

If yes, please give details.

Are you aware of any criminal convictions, cautions or relevant matters that are not protected and that may be relevant to this role? Yes / No

If yes, please give details.

Please provide absence details for the last three years of employment. Days absent: /
Episodes:

Would you re-employ the applicant? Yes / No

If no, please explain why.

Please comment on the applicant's suitability to work with children and commitment to safeguarding and welfare.

Please comment on the applicant's competence for the role against the job description and person specification.

Are there any allegations, concerns, investigations or disciplinary matters relating to the safety or welfare of children or young people? Yes / No

If yes, please provide details.

Do you wish to discuss anything further by telephone? Yes / No

Daytime telephone number

Referee declaration Response

Print name

Position held

Organisation

Signature

Date

Appendix 9: 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 conviction, caution or other relevant information.

Hopebright School will assess criminal record information in relation to the tasks the person will be required to perform and the circumstances in which the work is carried out.

The following points will be considered when deciding the relevance of offences to a post:

- Does the post involve one-to-one contact with children or vulnerable groups?
- Does the post involve regulated activity?
- What level of monitoring and supervision will the individual receive?
- Does the post involve direct responsibility for finance or items of value?
- Does the post involve direct contact with the public?
- Will the nature of the job present opportunities for the individual to reoffend at work?
- Is the offence relevant to safeguarding, trust, honesty, violence, sexual conduct, drugs, exploitation, harassment, abuse, discrimination or professional boundaries?

For shortlisted applicants who meet the person specification and disclose a criminal record that is not automatically disqualifying, Hopebright School will discuss the relevance of the matter with the applicant.

The following issues will be considered:

- The seriousness of the offence.
- Its relevance to the safety of pupils, staff, visitors or property.
- The length of time since the offence occurred.
- The applicant's age at the time.
- Any information offered by the applicant about the circumstances.
- Whether the offence was a one-off or part of a pattern.
- Whether circumstances have changed since the offence.
- Whether the offence has been decriminalised.
- The country in which the offence was committed.
- The degree of remorse and motivation to change.
- Evidence of rehabilitation.
- Whether appointment would be lawful and consistent with safeguarding duties.

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

In all cases where relevant disclosure information is identified, the final recruitment decision will be made by the headteacher or authorised senior leader after consultation with HR, the proprietor, safeguarding adviser or other appropriate professional.

Appendix 10: Equal Opportunities Monitoring Form

How this form will be used

Hopebright School is committed to equality of opportunity for all job applicants and employees. No applicant will receive less favourable treatment because of age, disability, gender reassignment, marriage or civil partnership, pregnancy or maternity, race, religion or belief, sex or sexual orientation.

As part of this commitment, the school collects monitoring data from applicants. Completion of this form is voluntary. The information collected helps the school monitor the fairness and inclusiveness of recruitment.

This form will be separated from your application form before short-listing and interview and will not be available to the selection panel. The information will be used for statistical monitoring only. Data will be anonymised where possible and retained in accordance with the school's retention arrangements.

If you require adjustments because of a disability in order to participate in the recruitment process, please discuss this with the hiring manager or school office.

Age

- Under 16 years
- 16–24 years
- 25–34 years
- 35–44 years
- 45–54 years
- 55–64 years
- 65+ years
- Prefer not to disclose

Ethnicity

- Arab
- Asian or Asian British – Indian
- Asian or Asian British – Pakistani
- Asian or Asian British – Bangladeshi
- Asian or Asian British – Chinese
- Asian or Asian British – Other
- Black or Black British – African
- Black or Black British – Caribbean
- Black or Black British – Other
- Mixed – White and Asian
- Mixed – White and Black African
- Mixed – White and Black Caribbean
- Mixed – Other



- White – British
- White – Irish
- White – Gypsy or Irish Traveller
- White – Roma
- White – Other
- Other ethnic group
- Prefer not to disclose

If other, or you prefer to use your own term, please state: _____

Gender

- Female
- Male
- Non-binary
- I prefer to use my own term: _____
- Prefer not to disclose

Do you identify as trans?

- Yes
- No
- I prefer to use my own term: _____
- Prefer not to disclose

Religion or Belief

- Buddhist
- Christian
- Hindu
- Jewish
- Muslim
- Sikh
- Non-religious
- Other: _____
- Prefer not to disclose

Sexual Orientation

- Bisexual
- Gay / lesbian
- Heterosexual / straight
- I prefer to use my own term: _____
- Prefer not to disclose



Disability or Health Condition

The Equality Act 2010 defines disability as a physical or mental impairment that has a substantial and long-term adverse effect on a person's ability to carry out normal day-to-day activities.

- Yes
- No
- Prefer not to disclose

If yes, please give an outline of the nature of the disability or health condition if you wish to do so:

Where did you first find out about this role?

- Internal advert
- Hopebright School website
- Online job board
- Indeed
- TES
- Guardian Jobs
- LinkedIn
- Facebook or other social media
- Referred by a friend or colleague
- Recruitment agency
- Other: _____

Please return this form with your application as instructed in the recruitment pack.