



APPLICATION AND RECRUITMENT PROCESS: INFORMATION AND GUIDANCE

- Please note: all appointments are made by either the Head or the Bursar
- If you are currently working with children, on either a paid or voluntary basis, your current employer will be asked about disciplinary offences, including disciplinary offences relating to children, including any in which the penalty is time expired (that is where a warning could no longer be taken into account in any new disciplinary hearing for example) and whether you have been the subject of any enquiry or disciplinary procedure. If you are not currently working with children but have done so in the past, that previous employer will be asked about those issues.
- You should be aware that providing false information is an offence and could result in the application being rejected, or summary dismissal if you have been selected, and possible referral to the police.
- Bootham School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment
- Recruitment and selection at Bootham is designed to meet the requirements of best practice, and of legal obligations.
- In general, recruitment processes run in accordance with the school's Equality and Diversity Policy.
- All posts will be advertised internally and usually externally. The school is not obliged to advertise externally where there is or are candidate(s) of merit and ability already within the school.
- Recruitment processes will follow the guidelines in Every Child Matters: Safer Recruitment Practice (DfES November 2006).

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Head, Bootham School
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