



*Burscough Priory
Science College*

**APPLICATION & APPOINTMENT
PROCEDURE**

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To ensure a transparent and fair process, the following steps should be followed in accordance with the Lancashire procedure for Safer Recruitment, to ensure that all applicants to our school are provided with detailed information about the school, the post they have applied for and the application process. It is extremely important to the school that the right appointments are made and that each appointed candidate is confident that the school is the right place for the next stage of his or her career.

Process:

1. Details of the post, department, job description and person specification to be compiled.
2. Advertisement to be produced and advertised through appropriate media (TES, Lancashire Website, School Website, Local press) with a closing date set of two weeks on the following Friday at 12:00pm. All applications to be addressed to Yvonne Haydock and returned to Yvonne Haydock.
3. Informal discussions and visits to be invited. Opportunities to be provided for candidates to visit the school informally to meet the Headteacher, students and staff, have coffee with members of SLT and relevant department members and a tour of the school.
4. Yvonne Haydock to remove all equal opportunities monitoring forms.
5. Yvonne Haydock to pass all paperwork to the person responsible for the first stage of shortlisting for the specific post.
6. Shortlisting to take place from all applications received. Applications to be scored A, B or C with A indicating the most suitable candidates for the post advertised.
7. After the first stage of shortlisting, all applications to be passed to the Headteacher for agreement.
8. Interview date to be set and arranged with the named Subject Link Governor.
9. Yvonne Haydock to arrange for shortlisted applicants to be invited, by telephone, for interview with a formal letter of invitation emailed after the telephone call. On occasions a longer list of applicants may be invited to school as an additional stage of shortlisting.
10. All information requested by candidates to be emailed back as appropriate.
11. A full programme for the day to be organised by the interview panel with copies of this and a plan of the school available for each candidate when s/he arrives on the day of the interview.
12. Yvonne Haydock to take and record ID, CRB and Qualification details and evidence from each candidate when s/he arrives on the day of the interview.
13. All members of the interview panel to be provided with a copy of the programme for the day and a copy of the interview questions. An envelope containing this information should be available in the school office addressed to the interviewing governor(s) prior to his or her arrival.
14. If appropriate, a further stage of shortlisting may take place prior to formal interviews. Copies of the application form and letter of application for each interviewee to be available for each member of the interview panel prior to the formal interviews.

15. Yvonne Haydock to ensure that all efforts are made to secure references on the day of interview with no offers of employment made until two acceptable references are in place.
16. Following the formal interview and appointment, all paperwork to be returned to Yvonne Haydock and retained for a period of 12 months.
17. Unsuccessful candidates to be offered the opportunity to receive feedback.
18. The Interview Feedback Sheet to be given to both successful and unsuccessful applicants following the appointment.

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