****Whitstable Junior School**

**Oxford Street, Whitstable, Kent. CT5 1DB**

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**Applicants for posts to work with children at Whitstable Junior School.**

As a school committed to safeguarding and promoting the welfare of our children, you will be required to supply or apply for the following documentation at interview/initial meeting and if successful, any post/contract will be subject to satisfactory compliance with each of the following:

* **Enhanced Criminal Records Bureau Check**
	+ - If you already have one of these please bring an original document & note that all employees are also required to undergo a new check on appointment.
* **List 99 check** – sexual offenders list check
	+ - You will be required to provide the necessary information to undergo this check on appointment
* **Professional Qualifications**
	+ - Teachers will be required to provide original copies of documents related to their professional qualifications at degree level e.g. first degree certificate & PGCE certificate or teaching degree certificate (Bed etc).
		- Other staff should provide original documents related to appropriate qualifications for the post advertised/role, or qualifications described on the application form/CV e.g course certificates
* **Professional Registration**
	+ - Teachers should provide evidence of membership of the GTC – current – including registration number
		- Other staff may belong to appropriate professional bodies and should also provide evidence of membership
* R**eferees**
	+ - Please supply the names and addresses of two individuals who can supply a reference related to your capacity to carry out the role applied for and who can confirm that there is no reason why you should not be working with children

We aim to provide a safe environment for our children where unsuitable people are prevented from working with children and where there is only safe and good quality practice. Thank you for assisting us in ensuring that our children are safeguarded and their well being promoted.

Yours sincerely,

Gill Moody

Headteacher

