

RECRUITMENT PROCESS

As an equal opportunity employer, committed to safeguarding and promoting the welfare of children, WGS follows the procedures outlined below in its recruitment process for all appointments.

- All applicants will be required to complete the school's application form
- A letter of application accompanied by a full CV will be required
- At least two written references will be sought before shortlisting, one of which must be the current or most recent employer. Open references are not acceptable
- Any gaps in the application form or CV will require a full explanation and could invalidate the application
- There will be at least one, and possibly more, interviews for each position advertised
- The referees of the successful applicant will be telephoned to confirm the reference
- All appointments are made conditional upon verification of
 - Identity,
 - Right to work in the UK
 - Qualifications
 - Medical fitnessand receipt of satisfactory *enhanced* CRB clearance
- Formal and/or informal feedback will be provided for all unsuccessful candidates.

January 2010