

# Recruitment Procedure



- All candidates will be directed to <https://lewis-school.co.uk/useful-links/work-with-lewis-school/> to access the application form, job description, safeguarding policy and company handbook.
- Only complete application forms will be accepted. Any applicants who have submitted a CV only can be invited to re-apply with a complete application form.
- Applications will be reviewed against the person specification. Those who meet all the essential criteria are taken to the next stage of shortlisting.
- Shortlisted candidates will be invited to a face-to-face interview. Video conferencing is acceptable in cases where applicants are not local.
- Candidates must provide details of two referees, one of which must be the candidate's most recent employer. For positions at our summer or year-round junior centres, one of these references should, where possible, be in relation to working with children or young people. In the event that no recent professional references can be sought, an academic or open reference may be considered in exceptional circumstances.
- The documentation required at interview may include:
  - Proof of identity
  - Original copies of qualification certificates
  - Completed enhanced DBS form
- The interviewer(s) will follow a set course of questions for each role. Interviewers may ask additional questions if a candidate's answer is unclear and additional information is required.
- The interview(s) will take notes on the answers given.
- The relevant recruiting manager will check through the candidate's application form, CV, DBS form and interview responses for any discrepancies. Any discrepancies found will be queried with the applicant.
- The chosen applicant will be DBS-checked (enhanced disclosure). The candidate will meet this expense. For all UK-based roles, the Lewis School will also check the candidate's eligibility to work in the UK.
- The successful applicants will be informed in writing of the job offer. A 'job offer pack' will be sent out. This will contain important information such as start date, salary, training dates etc, two copies of a staff contract to be signed, a copy of the company handbook and a copy of the relevant staff manual if appropriate.
- Any job offer is subject to all documentation requested being provided and the original ID documents seen at or prior to induction.

*Last updated: January 2022*