



**CHARTERHOUSE  
LAGOS**

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## **APPLICATION AND RECRUITMENT PROCESS EXPLANATORY NOTE**

### **1. General**

Charterhouse Lagos, ("the School") is committed to ensuring the best possible environment for the children and young people in its care. Safeguarding and promoting the welfare of children and young people is our highest priority.

The School aims to recruit staff that share and understand our commitment and to ensure that no job applicant is treated unfairly.

### **2. Application Form**

Applications will only be accepted from candidates completing the relevant Application Form in full. CVs will only be accepted as a substitution for a completed Application Form. For all candidates short-listed for an interview, a completed application form will be required.

Candidates should be aware that all posts in the School involve some degree of responsibility for safeguarding children, although the extent of that responsibility will vary according to the nature of the post. Applicants will receive a Job Description and Person Specification for the role applied for.

As the job for which you are applying involves substantial opportunities for access to children, it is important that you provide us with honest and accurate answers.

The successful applicant will be required to undertake several checks, including, but not limited to Nigerian Police checks and Sex Offenders check. If you have worked outside Nigeria, additional checks will also be required. Any offers of appointment will be made conditional on obtaining such satisfactory checks. Additionally, successful applicants should be aware that they are required to notify the School immediately if there are any reasons why they should not be working with children.

The School takes its responsibility to safeguard children very seriously and any staff member and/or successful candidate who is aware of anything that may affect his/her suitability to work with children must notify the COO immediately. This will include notification of any convictions, cautions, court orders, reprimands, or warnings he/she may receive.

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 or young persons (whether the disciplinary sanction is current or time expired), and whether you have been the subject of any child protection allegations or concerns and if so the outcome of any enquiry or disciplinary procedure.

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## CHARTERHOUSE LAGOS

If you are not currently working with children but have done so in the past, that previous employer will be asked about those issues. Where neither your current nor previous employment has involved working with children, your current employer will still be asked about your suitability to work with children. Where you have no previous employment history, we may request character references which may include references from your school, place of worship, or university.

You should be aware that the provision of false information could result in the application being rejected or summary dismissal if you have been appointed, and a possible referral to the police.

### **3. Invitation to Interview**

Applicants will be shortlisted according to the relevance and applicability of their professional attributes and personal qualities to the role. Shortlisted applicants will then be invited to attend a formal interview at which his/her relevant skills and experience will be discussed in more detail.

Shortlisted candidates will be asked to complete a self-declaration form about their criminal record or information that would make them unsuitable to work with children. Applicants will be asked to sign this declaration confirming that the information they have provided is true. Where there is an electronic signature, the shortlisted candidate should physically sign a hard copy at the point of interview or when present in the school.

All formal interviews will have a panel of at least 2 people, chaired by the Head, designated senior member of staff, or hiring manager.

All candidates invited to interview must bring (or provide if interviewing online) documents confirming their ID and any educational and professional qualifications that are necessary or relevant for the post (e.g., the original or certified copy of degrees, certificates, diplomas etc.). Where originals or certified copies are not available for the successful candidate, written confirmation of the relevant qualifications must be obtained by you from the awarding body.

All candidates invited to interview must also bring/provide:

- 1 A current driving license including a photograph or a passport or ID card, and a full birth certificate.
- 2 A utility bill or financial statement issued within the last three months showing the candidate's current name and address; a screenshot of this is acceptable for online accounts.
- 3 Where you have changed your name, documentation evidencing this change.



## CHARTERHOUSE LAGOS

- 4 Where applicable, proof of entitlement to work and reside in Nigeria or confirmation that you will require a visa.

Please note that the originals of the above are necessary. Photocopies or certified copies are not sufficient.

### **4. Conditional Offer of Appointment: Pre-Appointment Checks**

Any offer to a successful candidate will be conditional upon:

- 4.1 References - we will seek references for all shortlisted candidates, including internal candidates and may approach previous employers for information to verify experience or qualifications, before the interview. If you do not wish us to take up references in advance of the interview, please notify us at the time of submitting your application. We will always seek your consent before contacting your employer for a reference.

For internal candidates, formal written references will be sought from a senior person with the appropriate authority.

All referees will be asked if the candidate is suitable to work with children.

The School will compare any information provided by the referee with that provided by the candidate on the application form. Any inconsistencies will be discussed with the candidate.

- 4.2 Verification of Identity and Qualifications.
- 4.3 Satisfactory police/criminal checks and if appropriate, a check of the Sex Offenders List maintained by NAPTIP and Lagos State Ministry of Justice.
- 4.4 For a candidate to be employed as a teacher, a check that the candidate is not subject to a prohibition order or disqualification in any country they have worked.
- 4.5 Verification of professional qualifications, including, where applicable, any award of Qualified Teacher Status.
- 4.6 Verification of successful completion of a statutory induction period (for teaching posts – applies to those who obtained UK QTS after 7 May 1999), where relevant.
- 4.7 Further checks and confirmations as the School may consider appropriate so that any relevant past events can be considered. This shall include the candidate providing the School with proof of his/her past conduct as a teacher in the form of a letter of professional standing from the immediate past employer.



**CHARTERHOUSE  
LAGOS**

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4.8 Evidence of satisfactory medical fitness; this will be in the form of a pre-employment medical.

4.9 If you are undertaking a management role, a check that you have not been prohibited from participating in the management of independent schools.

4.10 Financial standing check.

4.11 Social Media check.

#### **5. Retention and Security of Records and Data Protection**

The School will comply with its obligations regarding the retention and security of records in accordance with its obligations under its Data Protection Policy.

Details of how we use candidates' data is explained in the Staff Privacy Notice and Data Protection Policy which are available upon request.

If you have any queries about this document, please email [coo@charterhouselagos.com](mailto:coo@charterhouselagos.com)