APPENDIX 7 – RECRUITMENT PROCESS FLOWCHART

START HERE
Will the person be directly employed by the school?

YES
Carry out full recruitment process as per this policy

NO
See Appendix 8 Flowchart
Will the person be paid for the work?

YES
Has the person lived overseas?

NO
See Appendix 9 Flowchart

NO
Will the person be directly employed by the school?

YES
Does the person have the right to work in the UK?

NO
Person cannot be employed

YES
Carry out pre-employment checks (see section 5)

Are the person to be paid for the work?

YES
Carry out full recruitment process as per this policy

NO
See Appendix 8 Flowchart

Are the person to be paid for the work?

YES
Has the person lived overseas?

NO
See Appendix 9 Flowchart

NO
Will the person be directly employed by the school?

YES
Does the person have the right to work in the UK?

NO
Person cannot be employed

YES
Carry out pre-employment checks (see section 5)

Are the person to be paid for the work?

YES
Carry out full recruitment process as per this policy

NO
See Appendix 8 Flowchart

Are all the checks complete except receipt of DBS Disclosure?

YES
Are the checks satisfactory?

NO
Person unable to start work until checks complete

NO
Are other checks satisfactory?

YES
Refer to Appendix 4

NO
Await receipt of other checks

Are all the checks complete?

YES
Are the checks satisfactory?

NO
Person must not start work. Make further enquiries as necessary

NO
Are all the checks complete except receipt of DBS Disclosure?

YES
Are the checks satisfactory?

NO
Person unable to start work until checks complete

NO
Are other checks satisfactory?

YES
Refer to Appendix 4

NO
Await receipt of other checks

Are all the checks complete?

YES
Are the checks satisfactory?

NO
Person must not start work. Make further enquiries as necessary

YES
COMMENCE EMPLOYMENT