

SAFER RECRUITMENT GUIDELINES

These guidelines have been put in place to ensure that staff and tutors are recruited in line with the best safe guarding practice

The recruitment process must be:

- based on an assessment of MMF's need for the post
- discussed with SLT
- fair and equitable to all candidates

The interview process:

- Candidates receive information about the role and responsibilities ahead of the interview
- Candidates must be interviewed by two members of staff, one of whom is the CEO
- Questions or tasks must be relevant to the post applied for

An offer of employment or self-employment requires:

- Receipt of two satisfactory references (one of which must be the current or most recent employer)
- Proof of qualifications (original copies)
- Evidence of the right to work in the UK
- Current utility bill (dated in the last three months) showing candidate's address
- Enhanced disclosure and barring service (DBS) check
- Passport (or full birth certificate)
- Colour passport photo
- National Insurance number
- Self-employed Tax Reference number (if issued)

Candidates cannot be appointed until all checks have taken place and a contract has been issued and signed.

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