



**Mount Grace School
Church Road
Potters Bar
Hertfordshire
EN6 1EZ
Tel: 01707 655512**

HR Declaration

Dear Applicant

The documents included in our application pack are designed to ensure that the HCC recruitment process meets the requirements of Safer Recruitment as defined by the National College for School Leadership. These requirements form part of the government's response to the Bichard enquiry which followed the Soham tragedy of August 2002.

All job applicants are required to provide all of the information requested on the application form. This will help us ensure that children in our schools are safeguarded.

We would therefore be grateful if you could ensure that you account for all periods (including months) since the age of 18 in the Previous Employment section.

If you do not account for any periods it will mean you are asked to resubmit your form and if time is short this may mean that the school appointment panel receives the version of your application that still has missing dates. We are obliged to draw the omission to their attention and this may mean your application does not create the impression of efficiency and thoroughness you were hoping for.

It is our aim to support candidates, so if you have any questions about the paperwork, do give us a call on the number below and we will do all we can to help.

01707 655512
Human Resources
Mount Grace School