

## Recruitment Policy and Procedures

### Introduction and Aims

Key elements of the International School of Toulouse's Mission Statement are that "we recognise the importance of maintaining a quality staff at IST and are committed to providing ongoing opportunities for development and creativity allowing us all to make best use of our modern facilities and outstanding resources" and "we aim to create a friendly, safe and supportive environment for our students".

Through a rigorous recruitment and selection process we aim to identify the person best suited to the job at the School based on the applicant's abilities, qualifications, experience and merit.

With a commitment to safeguarding and promoting the welfare of all students in our care the safe recruitment of staff is an essential first step.

We aim to ensure a consistent and equitable approach to the appointment of all school staff.

The recruitment and selection of staff will be conducted in a professional, timely and responsive manner and in compliance with current employment legislation in France.

### Recruitment and Selection Procedure

#### Advertising

The School will advertise all vacant positions to encourage as wide a field of candidates as possible. Normally this will entail an external advertisement however there may be occasions when an internal advertisement is considered appropriate.

#### Equal Opportunity

The School is committed to providing equality of opportunity for all and ensuring that all stages of recruitment and selection are fair. Recruitment and selection procedures will be reviewed on a regular basis and the school will pay particular attention to ensuring compliance with Article L.1132-1 of the French Code of Employment which provides that applicants are not discriminated against on the grounds of their origin, gender, morals, sexual orientation, age, marital status or pregnancy, genetic characteristics, belonging or not belonging (actual or supposed) to an ethnic group, a nation or a race, political opinions, trade union or "mutual benefit" activity, religious beliefs, physical appearance, surname, or on the grounds of state of health or disability.

Due to difficulties in obtaining visas and employment documents, the School can only consider applications from citizens of the European Community or those who have already obtained the right to reside and work in France.

#### Applications

A standard application form will be used to obtain a common set of core data from all applicants. Applicants will also be required to submit a letter of application and CV which includes details about their qualifications and full employment history and their suitability for the role. Applicants will also submit a recent photo and contact details of 3 referees.

#### The Interview Process

The Principal, in consultation with the Head of Primary and/or Head of Secondary, selects the most suitable candidates for interview.

Long-listed candidates will usually be contacted by telephone in the first instance.

Upon the receipt of suitable references, short-listed candidates will be interviewed either by Skype (or equivalent) or face-to-face. An initial round of interviews may be held outside of Toulouse. Successful applicants will be invited to IST for the final round of interviews.

Candidates invited to final round interviews will be provided with a copy of the Parent/Student Handbook and Staff Handbook. They will have the opportunity to tour the School, meet the Personnel and Student Information Manager and other members of staff and students.

The Board of Directors will be consulted on appointments to Senior Management positions

### References

The purpose of seeking references is to obtain objective and factual information to support appointment decisions. They will always be sought and obtained directly from the referee. All written references will be followed up by telephone calls, if that is desirable or necessary for further clarification. If written references cannot be easily obtained a telephone reference will be taken up, of which detailed notes will be taken.

References will be obtained before interview wherever possible so that any issues of concern they raise can be explored further with the referee and taken up with the candidate at interview. The only exception is where an applicant has indicated on their application form that they do not wish their current employer to be contacted. In such cases, this reference will be taken up immediately after interview and prior to any formal offer of employment being made.

References are requested in writing asking referees to state clearly if they know of any reasons why the applicant should not work with children, and if so to expound on those reasons.

### Pre-Employment Checks

An offer of appointment to the successful candidate will be conditional upon:

- the receipt of satisfactory references
- proof of the candidate's identity
- proof of eligibility to work in France
- verification of relevant qualifications
- proof of DBS/police checks from countries where they have worked for at least 6 months.

In addition, staff appointed will have to provide information about their administrative situation (address, social security, family and marital status, bank details).

### Post-Employment Check

Once appointed, all members of staff are required to have a health check.

<b>Responsibility:</b>	Principal
<b>Audience:</b>	Public
<b>Issue date:</b>	March 2015
<b>Updated:</b>	January 2019



### CONFIDENTIAL APPLICATION FORM

Please complete all sections as fully as possible unless they are not applicable.

<b>1. APPLICATION</b>	
Position applying for	
Advertised where	
Available for employment from (date)	

<b>2. PERSONAL DETAILS</b>	
Full name	
Former surnames (eg maiden name or previous change of name)	
Title (Mr, Mrs, Miss .....)	
Gender	
Date of birth (dd/mm/yyyy)	
Nationality	
Valid passports held	
Current address	
Telephone numbers    private	
work	
mobile	
Email	

<b>3. EDUCATION</b>		
Schools attended (11-18 years)		
School name & address	From	To



<b>7. FULL EMPLOYMENT HISTORY</b> (including any periods of self-employment and explanations for all periods not in employment)				
Employer	Start & End Dates	Post held/Duties	Particular Achievements	Reason for leaving

<b>8. CURRENT EMPLOYMENT</b>	
Current Employer	
Job Title	
Date of appointment	
Annual Gross Salary	
Summary of Duties	

<b>9. GENERAL INFORMATION</b>
Interests/hobbies (Give details of pastimes, sports, membership of professional organisations, etc)

<b>Have you ever been convicted of a criminal offence?</b>	Yes	No
Please be aware that all convictions, cautions and bind-overs, including those regarded as 'spent' must be declared. If yes, give details below.		

<b>If offered this position will you continue to work in any other capacity?</b>	Yes	No
If yes, give details below.		

<b>10. Work permits</b>		
Are there any restrictions to your residence in France that might affect your right to take up employment in France?	Yes	No
If you are successful in your application will you require a work permit to work in France?	Yes	No

<b>11. Personal Statement</b>
Please attach a sheet to this form setting out the reasons why you wish to work at The International School of Toulouse and why you think you are suitable for the post being advertised.

<b>12. References</b>	
Please give the names of three people who can comment on your suitability for this post. One should be your current employer or, if you are currently unemployed, your last employer.	
<b>Referee 1</b>	
Name and position	
Address	
Email address	
Telephone	
Relationship	
<b>Referee 2</b>	
Name and position	
Address	
Email address	
Telephone	
Relationship	
<b>Referee 3</b>	
Name and position	
Address	
Email address	
Telephone	
Relationship	

**13. Recruitment Policy**

It is the Schools' policy to employ the best qualified personnel and provide equal opportunity for the advancement of employees including promotion and training and not to discriminate against any person on the grounds of origin, gender, morals, sexual orientation, age, marital status or pregnancy, genetic characteristics, belonging or not belonging (actual or supposed) to an ethnic group, a nation or a race, political opinions, trade union or "mutual benefit" activity, religious beliefs, physical appearance, surname, or on the grounds of state of health or disability. Equally, a criminal record will not necessarily be a bar to your application but the following factors will be considered: the seriousness of the offence, the length of time since the offence, the age of the applicant at the time, the circumstances of the offence and the applicant's own explanation.

**14. Applicant's Declaration**

I confirm that the information given on this form is, to the best of my knowledge, true and complete. Any false statement may be sufficient cause for rejection or, if employed, may constitute grounds for dismissal.

Signature	
Date	

Send this form as an attachment along with a letter of application, CV and recent photograph to [ist@intst.net](mailto:ist@intst.net)