

## Recruitment guidelines and forms

[Teacher's application form \(including leadership\)](#) (word)

[Support staff application form](#) (word)

## Guidance for recruiting to senior teaching posts

[Headteacher and senior leadership recruitment toolkit for governors](#) (pdf)

[Headteacher/ senior leadership recruitment pack July 2016](#) (word)

This document is designed to assist headteachers, governors and those staff in the local authority who are involved with headteacher, deputy headteacher and assistant headteacher appointments. It includes guidelines and examples of checklists, evaluation, interview letters, reference requests, proforma, generic job description, person specifications, interview programmes and analysis forms.

## Guidance for recruiting other school staff

[Guidance for the employment of overseas trained teachers \(OTTs\)](#) (pdf)

[Schools policy statement on recruitment of ex-offenders](#) (pdf)

[Recruitment and selection guidance for schools May 2013](#) (word)

As part of the recruitment process, schools HR request that schools complete a new starter induction checklist.

[Appointment checklist - teaching staff April 2018](#) (word)

[Appointment checklist - support staff April 2018](#) (word)

[Appointment checklist - leadership staff April 2018](#) (word)

## Volunteers

[Advice on recruiting volunteers and safeguarding](#) (word)

[Generic job description and person specification for volunteers](#) (word)

[Application form for volunteers](#) (word)

## Medical questionnaire

The [pre-employment screening page](#) offers guidance on filling out the pre-employment medical questionnaire, which needs to be completed by all prospective employees.

## Job evaluation

When you recruit support staff, job descriptions should go through the [job evaluation](#) process prior to advertising, unless you use a generic job description and even then you should notify schools HR.

## HRSSC - new vacancy advertising form

The [Ealing Council and TES advertising form](#) (word) requires completion for vacancies being advertised with TES and the Council website. If you have any questions please contact [hrsscops@ealing.gov.uk](mailto:hrsscops@ealing.gov.uk)

### Related content

[Safer recruitment and employee checks](#)

[Newly qualified teacher \(NQT\) induction](#)

### Related services

[HRSSC administration 2018/19](#)

[HR advice and consultancy 2018/19](#)

[HRSSC pay as you go services 2018/19](#)

[HRSSC E-teach recruitment platform 2018/19](#)

### Was this page useful?

- [Yes](#)
- [Neutral](#)
- [No](#)

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