



ETC International College

Staff Interview Record

August 2024

Name of candidate:

Date: / / **Time of interview:**

Position applied for:

Interviewer(s):

Safeguarding Officer:

Online Searches for Shortlisted Candidates		
Site	Date	Outcome
Signed: (Specialist Safeguarder)		

REQUIRED DOCUMENTS:

Up-to-date CV / gaps explained / signed by applicant & safeguarder
 Certificates checked / copies taken / signed by interviewer
 Referees / online searches carried out by safeguarder for shortlisted candidates
 Photo ID / copies taken / signed by interviewer
 Confirmation of address / copies taken / signed by interviewer
 Confirmation of right to work in UK / copies taken / signed by interviewer
 DBS check performed / copies taken / signed by interviewer
 Self-declaration signed by applicant / copies taken / signed by interviewer

Key qualifications:

Languages spoken:

Relevant experience:

Flexibility (working hours / roles / evenings / weekends / emergency phone, etc):

What IT skills do you have?

How well do you deal with difficult people? Please give an example of how you have defused a situation.

Times / dates available for work:

Times / dates not available for work:

...../....

Safeguarding (Level 3). Ask as appropriate:

Do you know what your privacy settings are on social media?

What would you do if:

..you see an under-18 student is crying in the cafeteria or crying in your class?

..you see a group of under-18 students laughing, all except one?

..you see empty bottles of alcohol in a room when you are cleaning it?

..a junior student says they are too tired to do an activity and want to go back to their accommodation?

..you hear shouting and then see 2 groups of junior students pushing and shoving each other?

..a student asked to follow you on Instagram?

**Updated August 2024 Board of Governors
Next update due August 2027**