

Pilgrims

Recruitment Process

Pilgrims Young Learners has a clear policy when employing people who will be working with Children.

Before applying, please read the declarations on the online application form (see <https://younglearners.pilgrims.co.uk/work-with-us/>) very carefully.

This applies to those who have worked with Pilgrims before as well as new applicants. In particular you should consider the following points:

- We only employ staff who meet the essential criteria in the job description.
- We assess staff in relation to their suitability to work with children.
- If shortlisted we will take up references prior to interview
- If shortlisted we will take up any discrepancies/anomalies in the information you provide us with, at interview.
- If shortlisted we will contact current or previous employers.
- All references will be followed up. Where possible one of your referees should be able to comment on work you have done with children.
- A full CV should be submitted with your application form.
- We will wish to see proof of your qualifications, either in the form of the original certificate, or, if you are still waiting for your certificate, a letter from your course provider confirming that you have been awarded the qualification.
- We will request a Disclosure from the Disclosure and Barring Service on all seasonal staff. The level of this disclosure will be Enhanced for all positions.
- If you have lived outside of the UK for longer than 6 months we will require a full Police Check from the local authority of your place of residence.
- A criminal record will not necessarily be a bar to obtaining a position. However, because of the nature of the business, Pilgrims English Language courses for Children and Teenagers is exempt from the terms of the Rehabilitation of Offenders Act and this overrules employment rights an ex-offender would otherwise have in respect of spent convictions. This means that any offence, past or present, involving minors will be taken into consideration when assessing suitability.
- Any contract issued will be subject to a satisfactory disclosure.
- Further information about disclosures can be found at <http://www.gov.uk/government/organisations/disclosure-and-barring-service/about> or by contacting the DBS information line on 0300 0200 190