



CCMS Circular 2008 / 18

August 2008

PRE-EMPLOYMENT CHECKS

COUNCIL FOR CATHOLIC MAINTAINED SCHOOLS

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Target Audience:

- Principals of Catholic Maintained Schools

Summary of Contents:

This circular outlines the temporary arrangements which have been put in place for carrying out pre-employment checks

Enquiries:

Enquiries regarding this circular should be referred to:

Diocesan Education Offices

Armagh 028 8775 2116

Clogher 028 6632 2709

Derry 028 7126 1931

Down and Connor 028 9032 7875

Dromore 028 3026 2423

Related Documents:

DE Circular 8th August 2008

CCMS Circular 2008/10

DE Circular 2008/03

Superseded Documents:

Expiry Date:

Pre-Employment Checks

I refer to the Department of Education Circular dated 8th August 2008 which has outlined temporary arrangements that have been put in place to assist Employing Authorities in making appointments.

In line with this I am writing to advise you as to how these temporary arrangements will impact on recruitment within the Catholic maintained sector.

An enhanced disclosure check will **not** be required for those teachers who:

- are moving between posts within the education sector
and
- have had no break in employment of more than 3 months.

Therefore in respect of those teachers who have to date completed an Access NI form and clearance has not yet been received, it will be acceptable that they commence employment if they meet both of the conditions above. If you are unsure as to whether a teacher that you have appointed meets these conditions you should contact the Personnel Section on 028 9039 3894.

However, for those teachers who do not fall into the above, employers may proceed with a job offer if the successful candidate meets all of the conditions below:

- Confirmation has been received from Access NI that the person is not named on any of the local disqualification from employment lists;
- The applicant has resided in the North of Ireland continuously for the last 5 years;
- Any gaps in employment history have a satisfactory explanation;
- Suitable references have been collected; and
- A satisfactory Enhanced Disclosure Certificate is received in due course.

If you have an appointment which falls into the latter category of conditions to be met, please contact the Personnel Section who will assist you in determining the next course of action.



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These temporary arrangements which the Department have put in place will cease as soon as the time taken to process Enhanced Disclosure Certificate requests meets the requirement to ensure continuity of service to pupils.

Yours sincerely

**RITA MCCRORY
HEAD OF PERSONNEL**