UWC Adriatic Pre-Employment
Safeguarding Screening and Assessment Practices

The College requires each Candidate to provide a thorough personal and professional profile including the following in their application documentation - Curriculum Vitae, Certified Copy of Passport:

1.	Full Name	2.	Aliases or other names used now or in the past
3.	Gender	4.	Date of Birth
5.	Citizenship	6.	Secondary Citizenship
7.	Marital Status	8.	Country of Residence
9.	Address	10.	Additional Address
11.	Email Address	12.	Phone Number
13.	Education (Institution/degrees/dates, where relevant)	14.	Certification (Country/state/region/province/expiration date)
15.	Total number of years in education (for teaching positions)	16.	Total number of years living outside of your country of birth
17.	Work History (Name of school/employer/address/reason for leaving/eligibility for re- employment)	18.	Explanation for any gaps in work history
19.	Names of 3 professional referees with their business contact details (if possible) from who the College will request confidential references. 1 or more should be a direct supervisor for the applicant. At least 2 professional references should be from the last two positions held by the candidate in the last 6 years.		
20.	1 or more references should be provided by a present or former Principal or Vice Principal or equivalent for teachers.		
21.	Referee identities and business contacts will be verified as legitimate.		
22.	Criminal History - details of any arrests or convictions.		
23.	A declaration of full disclosure and acknowledgement that any agreement of employment or subsequent employment may be terminated immediately for misrepresentation.		
24.	A criminal record check from the country that supplied the candidate's passport will need to be provided by the them if possible.		
25.	A recent or new criminal record check from the country where the candidate currently resides will need to be provided (if possible). This should be not more than 6 months old by the time of appointment.		

Required documentation must be submitted/obtained and will be reviewed before a final decision on employment is made. Required documentation will be translated as necessary.
The application information will be reviewed by all members of the relevant Recruitment Committee which is a minimum of three people.