



HR Manager Recruitment Pack

BOSTON SPA LEARNING - Westwood Way, Boston Spa, Leeds, LS23 6DX **Tel:** 0113 3235871
HEADINGLEY LEARNING - Buckingham Villas, Buckingham Road, Leeds LS6 1BP **Tel:** 0113 3235871 **WOODHOUSE LEARNING** - Crowther Place, Leeds, LS6 2ST **Tel:** 0113 3235871

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Principal: Keeley Murray
Email: info@westoaksschool.co.uk
www.westoaksschool.co.uk

6th February 2026

Dear Applicant

HR Manager at West Oaks School

Thank you for your interest in the post of HR Manager at West Oaks School.

It is a real privilege to work and be a part of the West Oaks family and I wish you every success with your application. If you believe in excellence for everyone, please read on.

I hope you will enjoy reading through our recruitment pack and I look forward to receiving your application. Application forms should be completed online through the MynewTerm website [Education Job Search | Find Teaching, Leadership & School Support Jobs](#), CVs will not be accepted. The closing date is by Sunday 8th March 2026 at 12 midnight. Should you have any questions regarding the role or the application process, please email recruitment@westoaksschool.co.uk.

Please note that it is our policy not to accept late applications except in exceptional circumstances which are outside of your control. If we have not contacted you within four weeks of the closing date, please assume that your application has been unsuccessful.

I look forward to receiving your application. Good Luck!

Yours faithfully

Keeley Murray
Principal



INFORMATION ABOUT THE SCHOOL

“Excellence for Everyone”

West Oaks School is an all-age 2-19 specialist provision catering for pupils with profound and multiple learning difficulties, severe learning difficulties, communication difficulties and those with a diagnosis of autism. The school operates over three locations.

Our main site is based in the inner city Meanwood area of Leeds and is known as Woodhouse Learning. Our Woodhouse site opened in September 2015 and due to demand for our places, we added a £10 million extension to our site which opened in September 2021. The additional facilities include 3G sports pitch, rebound facility, life skills flat, science lab and multiple specialist areas.

Our provision, based in Boston Spa, a village on the North East outskirts of Leeds, opened in 1976 and has a strong focus on outdoor learning and has been refurbished to include new teaching areas, 16+ Bistro, daily mile track and MUGA.

Our third site, Headingley Learning, opened in September 2022 in a Grade II listed building provides a base for a further 125 West Oaks pupils, Training and Development Centre, and Therapeutic support with a strong outdoor and inclusive curriculum.

All our sites, Boston Spa Learning, Headingley Learning and Woodhouse Learning embrace the same vision for educating children and young people and putting their needs first. West Oaks is proud of its inclusive and innovative practice where every child and young person's needs are met with no compromise. A place where we strive, alongside parents, carers, and Leeds LA to achieve the best outcomes for everyone. The learning needs of all our pupils are at the core of our thinking, with a positive culture driving excellence for everyone within our school and college community.

Our learners reflect the wide ethnic and cultural diversity of the city of Leeds.

We design and teach a broad and balanced curriculum, highly differentiated through five distinct pathways to incorporate the needs, interests and motivations of all our 500 pupils. We celebrate individualism at all levels and have a reputation for being ever responsive to the needs of our pupils. We believe that pupils learn best and enjoy learning when they are actively engaged in practical experiences and are confident in established routines.

Boston Spa Learning

Boston Spa Learning is set within a small rural location and has been established in the village of Boston Spa, near Wetherby, for nearly 50 years. It is very much a part of the village community, and we make

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effective use of the rural setting to enrich our curriculum. We have created real and meaningful workbased experience for our 16+ learners through our WeCanDo Company.

The pupils' abilities range from very early developmental levels upwards. Pupils are transported from all parts of Leeds and our pupil population is culturally diverse.

Woodhouse Learning

Woodhouse Learning was established as a response to the growing pressures on high quality special school places in Leeds. The building was funded by the Education Funding Agency. West Oaks was asked to develop the provision from the plan and design stage, to build and then take on the leadership of the site to complement and expand the provision already established at Boston Spa.

Woodhouse Learning is based in the inner-city area of Meanwood, 13 miles from Boston Spa. The building covers 4 levels and is very modern and spacious in design. Pupils are transported from all parts of Leeds, making our pupil population rich and culturally diverse. We have pupils from Early Years to Key Stage 5 at this site. A £10 million expansion was completed in August 2021 to provide additional accommodation to meet growing need for SEN places.

Headingley Learning

Our Headingley Learning site on Buckingham Road is situated only 1 mile from our Woodhouse Learning campus and complements our inner-city provision perfectly.

Headingley Learning provides a total of 125 places at KS2-KS5 providing 500 specialist places across the city delivered by 250 high quality staff members.

Vision and Values

We pride ourselves on our educational philosophy knowing that whatever we do it is always children first and we strive for excellence for everyone within our school community.

Safeguarding and Compliance

The successful candidate must demonstrate a strong commitment to safeguarding and promoting the welfare of children and young people. Appointment is subject to an enhanced DBS check and compliance with school policies, including the no-smoking/vaping policy.



JOB DESCRIPTION

Post Title:	HR Manager
Accountable To:	Director of Operations/Principal
Location:	West Oaks School
Scale:	PO4/PO5 37 hours per week term time only plus 15 days (5 training days and 10 additional days)

PURPOSE OF THE POST

- To deliver an exemplary HR service across the school
- To lead on, shape and implement effective HR strategies that support the school's goals and vision.

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- To manage the HR caseload for the school with an aim of achieving efficient and positive outcomes that nurture strong employee relations
- To ensure effective and robust processes and practices, ensuring full compliance with employment and data protection law and statutory guidance
- To provide line management and continued development of relevant support staff

Main Responsibilities

- To take forward key initiatives such as wellbeing, equality, diversity, inclusion and change ensuring school policy and processes reflect the most up-to-date legislation and guidance
- Ensure effective and robust administrative processes related to HR including recruitment, selection, appointments, inductions, resignations and contract changes are carried out seamlessly
- Produce accurate and timely management information and reports as required by the Principal that inform effective and efficient business strategies
- Analyse HR information and data to drive HR strategies around wellbeing, engagement, recruitment and retention
- Prepare statistics and data as required by the Principal that allow informed decision making to improve organisational performance
- Manage a complex HR caseload for the school, supporting line managers and liaising with HR partners to resolve matters where required (including absences, flexible working, grievances etc)

Service Delivery and Improvement

- To continuously analyse and review working practice and process to ensure ongoing development, creating training resources that allow wider understanding and efficient working practices
- To ensure policies and processes are effectively embedded across the school and appropriately put into practice
- To review and develop HR documentation to ensure these remain compliant with changes in employment law, DFE guidance and best practice
- To provide advice and guidance on all employment queries for staff including absence management, probation, wellbeing, maternity/paternity leave etc

Policy and Compliance

- Ensure all HR documentation meets legislation regarding equality and diversity, creating and updating templates and marketing information as required
- Ensure that the school meets all requirements around Safer Recruitment Practices, Keeping Children

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Safe in Education and Right to Work in the UK, having responsibility for the school's Single Central Record and other safeguarding documentation

- Working with the Governing Body's Lead for Safeguarding and the Safeguarding Lead in school to manage internal audits of required areas, ensuring thorough and detailed input and feedback
- Lead on comprehensive recruitment, performance management, induction and probation (associate staff) processes, including those of volunteers, trainees, placements and apprentices etc ensuring all are inducted to school successfully. This will include management, oversight of all aspects of the recruitment process.
- Ensure timely submission of data returns to the DFE/Government/Local Authority including the Workforce Census
- Responsible for compliance with GDPR and data protection, ensuring processes, record keeping and systems are compliant with latest legislation
- Ensure maximum impact of recruitment campaigns, analysing effectiveness of different advertising platforms and providing informed recommendations for maximum efficiencies
- Manage the school's recruitment budget, ensuring all advertising costs are authorised through the appropriate channels
- Ensure thorough records are created and maintained for future reference and appropriate procedures and policies are followed in all HR cases including absence management, grievance and disciplinary cases, monitoring and checking timeliness of policy requirements in any process. This will include leading on absence management processes.

Performance and Professional Development

- Participate in appraisals in line with the school performance management process
- Be a reflective practitioner, regularly seeking to improve own knowledge, skills and experience
- Keep abreast of the latest development in relevant areas of the role
- Develop positive working relationships with internal and external partners/agencies/professionals
- Be a strong team player, possessing outstanding people skills and positive outlook, displaying professionalism, resilience, determination and ambition to achieve exceptional results

Wider responsibilities

- Manage the relationship with supply agencies, including booking staff, keeping records up to date, including the SCR, managing timesheets

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- To share responsibility for student welfare.
- Comply and assist with the development of policies and procedures relating to area of responsibility as required.
- Be aware of and support difference and ensure equal opportunities for all stakeholders accepting the principles underlying the school's equal opportunities policies and practice.
- Maintain the confidential nature of information relating to the school, its students, parents and carers acting in accordance with the principles of the GDPR and the Data Protection Act 2018 at all times.
- Contribute to and support the overall life, work/aims and ethos of the school.
- Attend and participate in relevant meetings as required.
- Undertake additional duties as reasonably requested by senior staff.
Attend meetings/assist with promoting the school with occasional events out of hours.

Training

The school encourages training both "in-house" and external to meet the needs of the individual and of the School.

West Oaks School is committed to safeguarding and promoting the wellbeing of all children and we expect our staff and volunteers to share this commitment. The successful candidate will be subject to a Disclosure Barring Service Check (formally Criminal Records Bureau Disclosure). We promote diversity and aim to establish a workforce which reflects the population of Leeds. **Employee Specification:**

Detailed below are the types of skills, experience and knowledge that are required of applicants applying for the post. The 'Essential Requirements' indicate the minimum requirements, and applicants lacking these attributes will not be considered for the post. The points detailed under 'Desirable Requirements' are additional attributes to enable the applicant to perform the position more effectively or with little or no training. They are not essential but may be used to distinguish between acceptable candidates.

SKILLS	Ess	Des	MOA
Ability to work as part of a team.	*		A/I

Ability to relate to people both in person and on the telephone	*		A/I
Ability to deal with day to day issues on own initiative	*		A/I
Ability to problem solve, apply critical thinking approach and make decisions	*		T
Excellent IT skills including knowledge of Microsoft Office	*		T
Ability to review, develop, implement and maintain effective systems, processes and record keeping systems	*		A/I
Ability to produce high quality reports and documentation with the ability to analyse and interpret information and make recommendations	*		A/I
Possess strong interpersonal skills, with the ability to effectively negotiate and persuade to maintain a positive culture	*		A/I
Ability to update policies in accordance with employment law and ensure these always reflect latest compliance and guidance	*		A/I
Ability to convey complex messages and influence at all levels	*		A/I
Ability to work with accuracy and under pressure	*		A/I
Excellent planning skills and the ability to take control of a situation	*		A/I

Ability to remain positive at all times, displaying enthusiasm, motivation and flexibility.	*		A/I
Be a skilled and tactful communicator with the ability to manage sensitive and challenging conversations	*		A/I
A professional approach and high professional standards, being able to manage, train and develop others	*		A/I

KNOWLEDGE/QUALIFICATIONS	Ess	Des	MOA
GCSE (or equivalent) grade C or above in English and Maths	*		
Professional qualification in HR such as CIPD qualification or equivalent	*		
A degree or equivalent qualification		*	
A robust knowledge of current employment legislation	*		A/I
A knowledge of educational based data systems e.g. SIMS		*	A/I

A knowledge of best practice in specific HR areas including recruitment and selection, induction, absence management	*		A/I
A knowledge of Safer Working Practices and their importance in the education setting		*	A/I
An understanding of effective management of HR records and record retention requirements in relation to HR, staffing and payroll	*		A/I
A knowledge of generalist HR processes and practice, with experience of applying knowledge in a work setting	*		A/I
A knowledge of GDPR Regulations	*		A/I
A knowledge of the School Teachers Pay and Conditions and Local Government Terms and Conditions	*		A/I

EXPERIENCE	Ess	Des	MOA
Experience of working in an HR generalist role for 5+ years	*		A/I

Experience of managing absence and other complex employment relations issues	*		A/I
Experience of working with key stakeholders to assist them to develop their people and HR management skills		*	A/I
Experience of advising staff on a variety of sensitive HR issues such as salary and absence	*		A/I
Experience of managing and leading on employee relations cases to provide resolutions to complex HR problems		*	A/I
Proven experience of managing multiple projects and working to tight deadlines	*		A/I
Experience of maintaining and developing HR policy, processes and procedures and ensuring these are consistently applied	*		A/I
Experience of producing and analysing data and information to provide reports and information as required	*		A/I
Experience of working in an educational setting		*	

BEHAVIOURAL AND OTHER RELATED CHARACTERISTICS	Ess	Des	MOA
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High expectations of self and high professional standards	*		
The ability to handle a demanding workload and prioritise effectively	*		
Flexible, reliable and enthusiastic	*		
The ability to maintain successful working relationships with other colleagues	*		
To show respect to all staff and students and demonstrate a clear belief in the value and importance of excellence in education	*		
To act with integrity, compassion and understanding with a willingness to develop and grow whilst nurturing others	*		
To be committed to restorative practice approaches	*		
Ability to adapt to change in the workplace and new ideas	*		

Willing to abide by the Council's Equal Opportunities Policy in the duties of the post, and as an employee of the Council.	*		
Willingness to carry out all duties having regard to an employee's responsibility under the Council's Health and Safety Policies	*		
To display a responsible and co-operative attitude to working towards the achievement of the school's aims and objectives	*		
An ability to respect sensitive and confidential work	*		
Commitment to own personal development and learning.	*		
Able to respond flexibly to meet daily demands of the role, showing independence and being proactive	*		

METHOD OF ASSESSMENT(MOA)	<p>A = Application Form</p> <p>T = Test</p> <p>I = Interview</p> <p>C = Certificate</p>
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GUIDANCE NOTES ON COMPLETING THE APPLICATION FORM

You are advised to read the following notes carefully as, unless other preselection techniques are used, the decision to shortlist you for interview will be based solely on the information you provide in the Application Form. This advice is designed to help you complete the Application Form as thoroughly as possible. Information you provide in the Application form will be treated as confidential.

EXAMINE THE INFORMATION PACK

All information packs contain, Application Form, Job Description and Person Specification, further

information about the school, Equal Opportunities Policy Statement, Procedures in Relation to the Protection of Children: Disclosure of Criminal Background (if applicable) Requirements of the Asylum and Immigration Act 1996.

EQUAL OPPORTUNITIES

The school is committed to offering equality of opportunity in employment regardless of race, sex, marital status, sexual orientation, disability, or age. To monitor effectiveness of Equal Opportunities policies we need to monitor the numbers of applications by sex, race, and disability. You are therefore requested to provide this information.

DISABLED APPLICANTS

A disability or health problem does not preclude prospective applicants from consideration for a job and applications are encouraged from disabled people. Disabled applicants whose impairment prevents them from carrying out any aspects of a post are still encouraged to apply since it may be possible to change the duties of a post.

You are asked to indicate in the 'Additional Information' section of the Application Form whether your disability prevents you from undertaking any of the duties of the post and why. There is provision for information to be provided in large print and Braille or on tape. If you have difficulty completing the Application Form, you may alternatively submit a CV. However, this should still follow the same format as the Application Form. Disabled applicants who meet the essential criteria of a vacant post are guaranteed an interview. You are asked to indicate in the 'Additional Information' section of the

Application Form any arrangements which may need to be made for you to attend an interview.

CANVASSING

You must not canvass members of the school's Governing Body which includes Elected Members of the Council. This means you must not seek their support or attempt to ask them to influence the decision – if you do, you will be disqualified.

CRIMINAL CONVICTIONS

Under the terms of the Rehabilitation of Offenders Act 1974, all school posts are classed as those for which applicants must declare all criminal convictions/cautions regardless of whether or not they are spent.

RIGHT TO WORK IN THE UK

Under the Asylum and Immigration Act 1996, it is a criminal offence to employ anyone who is not entitled to live and work in the United Kingdom. Applicants will be expected to provide proof at interview stage of their eligibility to work in the UK.

PRESENTATION

- Use a **black pen** or type your Application Form.
- Check the spelling and that you have answered every question.
- Remember to sign the Application Form to declare that the information you have provided is accurate.
- Always keep a copy of the Application Form for reference.
- Ensure that you send the form to the correct address.

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- Ensure that your Application Form arrives before the closing date, it is not the school's policy to accept late applications (although exceptions may be allowed in the case of disabled applicants who receive information in a different format, or who have difficulty in completing an Application Form).

COMPLETING THE APPLICATION FORM

- **General.** Ensure that you read the application form fully before you write anything. Write out your application form in rough first to help you organise your thoughts. Ensure the information you provide is accurate. Applicants who conceal or misrepresent relevant information at any stage during the recruitment process are liable to disqualification.

Employment Experience. Complete this section as fully as possible giving exact dates. Where you cannot remember specific dates, provide as good an indication of the time involved as possible.

- **Qualifications.** Where specific qualifications are required for the position, this will be included in the Job Description and Person Specification. You should complete this section giving details of relevant examination results and grades. If your application is successful, you will be required to provide verification of these qualifications. Make sure you include any NVQ's which you are working towards or have obtained if you are applying for a non-teaching post.
- **References.** If you object to your references being sought at this stage, you may indicate this on the application form.
- **CV's WILL NOT** be accepted, with the exception of disabled applicants who have difficulty completing the standard application form.

INFORMATION IN SUPPORT OF APPLICATION

- Please read the Job Description and Person Specification carefully, so you understand what the position involves.
- Ask yourself why you are interested in the position? For example, would it be a promotion or, alternatively, a good career move sideways to broaden your experience?
- Do not simply repeat your career history. Pick out skills, knowledge and experience required by the Job Description and Person Specification and provide evidence you possess them.
- Be as concise as possible, any additional information included should relate specifically to the post applied for.
- You may attach additional information in support of your application (**please ensure you clearly write your name and the job you are applying for on each additional sheet you submit**) but **IN NO**

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CIRCUMSTANCES SHOULD THIS EXCEED TWO SIDES OF A4 PAPER. This restriction does not apply to those applicants who declare a disability and provide additional information, in order that consideration may be given to a reasonable adjustment.

- **Please note that applicants will only be short listed if they demonstrate that they meet the essential requirements of the Person Specification that can be assessed from the application form.** You must, therefore, give evidence which shows how you meet the specification. If the specification states “able to use initiative and work unsupervised” it will not be sufficient to say “I can work unsupervised and show initiative” you must quote examples of your work/life which demonstrate these attributes.
- Mention any relevant experience you have acquired outside work, such as community, voluntary or leisure interests.
- Above all, gear your application to this specific job.
- Internal applicants must not assume any prior knowledge by the shortlist and interview panel and must give full details.

Recruitment of Ex-Offenders Policy

1. Introduction

The [code of practice](#) published under section 122 of the Police Act 1997 advises that it is a requirement that all registered bodies must treat DBS applicants who have a criminal record fairly and not discriminate automatically because of a conviction or other information revealed.

The code also obliges registered bodies to have a written policy on the recruitment of ex-offenders; a copy of which can be given to DBS applicants at the outset of the recruitment process.

2. Further information about conviction information

On the 29 May 2013, legislation came into force that allows certain old and minor cautions and convictions to no longer be subject to disclosure.

- in addition, employers will no longer be able to take an individual’s old and minor cautions and convictions into account when making decisions.
- all cautions and convictions for specified serious violent and sexual offences, and other specified offences of relevance for posts concerned with safeguarding children and vulnerable adults, will remain subject to disclosure. In addition, all convictions resulting in a custodial sentence, whether or not suspended, will remain subject to disclosure, as will all convictions where an individual has more than one conviction recorded.
- applicants can be directed to the guidance and criteria which explains the [filtering of old and minor cautions and convictions](#) which are now ‘protected’ so not subject to disclosure to employers

3. Policy

- as an employer assessing applicants’ suitability for positions which are included in the Rehabilitation of Offenders Act 1974 (Exceptions) Order using criminal record checks processed through the

Disclosure and Barring Service (DBS), West Oaks School complies fully with the [code of practice](#) and undertakes to treat all applicants for positions fairly

- West Oaks School undertakes not to discriminate unfairly against any subject of a criminal record check based on a conviction or other information revealed.
 - West Oaks School can only ask an individual to provide details of convictions and cautions that West Oaks School are legally entitled to know about. Where a DBS certificate at either standard or enhanced level can legally be requested (where the position is one that is included in the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 as amended, and where appropriate Police Act Regulations as amended)
 - West Oaks School can only ask an individual about convictions and cautions that are not protected.
 - West Oaks School is committed to the fair treatment of its staff, potential staff, or users of its services, regardless of race, gender, religion, sexual orientation, responsibilities for dependents, age, physical/mental disability, or offending background.
 - West Oaks School has a written policy on the recruitment of ex-offenders, which is made available to all DBS applicants at the start of the recruitment process.
 - West Oaks School actively promotes equality of opportunity for all with the right mix of talent, skills, and potential and welcome applications from a wide range of candidates, including those with criminal records.
 - West Oaks School select all candidates for interview based on their skills, qualifications, and experience
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- An application for a criminal record check is only submitted to DBS after a thorough risk assessment has indicated that one is both proportionate and relevant to the position concerned. For those positions where a criminal record check is identified as necessary, all application forms, job adverts and recruitment briefs will contain a statement that an application for a DBS certificate will be submitted in the event of the individual being offered the position.
 - West Oaks School ensures that all those in the school who are involved in the recruitment process have been suitably trained to identify and assess the relevance and circumstances of offences.
 - West Oaks School also ensures that they have received appropriate guidance and training in the relevant legislation relating to the employment of ex-offenders, e.g., the Rehabilitation of Offenders Act 1974
 - At interview, or in a separate discussion, West Oaks School ensures that an open and measured discussion takes place about any offences or other matter that might be relevant to the position. Failure to reveal information that is directly relevant to the position sought could lead to the withdrawal of an offer of employment.
 - West Oaks School makes every subject of a criminal record check submitted to DBS aware of the existence of the [code of practice](#) and makes a copy available on request
 - West Oaks School undertakes to discuss any matter revealed on a DBS certificate with the individual seeking the position before withdrawing a conditional offer of employment.