



STRICTLY CONFIDENTIAL

Additional Job Application Question – Disclosure of Criminal Background

The School has an obligation to ensure as far as possible that persons (either employed or as volunteers) who work with children or vulnerable adults in Schools are suitable to undertake such a role. For this reason you are asked to disclose if you have any convictions or cautions, so they may be taken into account when your application is considered.

Further information on the factors that will be taken into account when determining whether any conviction(s) may be considered relevant to your application, is given in the explanatory note overleaf, which you are invited to read before answering this question.

Under the Rehabilitation of Offenders Act 1974 and Exceptions Order 1975, you must disclose any convictions you may have even if they would otherwise be regarded as “spent” under this Act, and any cautions or bind overs.

The amendments to the Exceptions Order 1975 (2013) provide that certain convictions and cautions are “protected” and are not subject to disclosure to employers and cannot be taken into account. Guidance and criteria on the filtering of these cautions and convictions can be found on the DBS website.

Any information you give will be treated in strictest confidence and will only be taken into account in relation to this application.

In answering the following question you must disclose details of all convictions and cautions, including “spent” convictions.

Have you ever been convicted of a criminal offence?

YES / NO

If YES, please give details of all convictions, bind overs and cautions, including “spent” convictions and cautions. Please also detail if you are on List 99, disqualified from work with children, or subject to sanctions imposed by a regulatory body, e.g. General Teaching Council (GTC).

DECLARATION

The information I have provided is correct to the best of my knowledge.
I understand that false information may render me liable for dismissal if appointed.

Signed: _____

Date: _____

Print name: _____

(When you have answered the above question please return this additional sheet with your application form. If you have disclosed conviction information please place this sheet in a separate sealed envelope marked with: your name and position applied for, and “Disclosure Information, Strictly Confidential”. This will ensure that only persons directly concerned with reaching a recruitment decision in respect of the position applied for will view conviction information.)

EXPLANATORY NOTE TO APPLICANTS AND STATEMENT OF POLICY ON THE RECRUITMENT OF PERSONS WITH A CRIMINAL CONVICTION

The position for which you are applying involves access to children or vulnerable adults. It is therefore exempt from the Rehabilitation of Offenders Act 1974, and you are required to declare any convictions you may have even if they would otherwise be regarded as “spent” under this Act, and any cautions or bind overs.

The amendments to the Exceptions Order 1975 (2013) provide that certain convictions and cautions are “protected” and are not subject to disclosure to employers and cannot be taken into account. Guidance and criteria on the filtering of these cautions and convictions can be found on the DBS website.

The disclosure of a criminal record will not debar you from appointment unless the selection panel, having considered carefully the following factors, determine that the conviction renders you unsuitable for appointment.

The information you give will be treated in confidence and will only be taken into account in relation to an application where the exemption applies.

The factors to be taken into account are:

- (a) the responsibilities of the position,
- (b) the vulnerability of children or adults supported,
- (c) the nature of the offence(s),
- (d) the number and pattern of offences (if there is more than one),
- (e) how long ago the offence(s) occurred,
- (f) the age of the offender when the offence(s) occurred.

Under government regulations the School is able (with your consent), to access records of criminal convictions to verify the information you supply. In the event of an offer of employment your written permission will be sought for this check to be undertaken with the Disclosure and Barring Service (known as the DBS – formerly the Criminal Records Bureau) which is an executive arm of the Home Office and carries out criminal conviction checks for employers. Information on the DBS can also be accessed on the Internet <http://www.homeoffice.gov.uk/agencies-public-bodies/dbs/> If you do not give your permission it will not be possible to consider your application further. As part of its checking procedure the DBS will also check registers of persons found to be unsuitable to work with vulnerable people, which are maintained by the Department of Health and the Department for Education and Skills.

The DBS will send your certificate directly to you and you will be obliged to show the original certificate to the School.

If the DBS check discloses a conviction which you had failed to declare this may disqualify you from appointment, or result in summary dismissal if the discrepancy comes to light. The ability to commence employment at the school might be delayed if the necessary vetting, identity and qualification checks have not been completed.

If you would like to discuss whether a conviction you have may debar you from working with children or vulnerable adults you may contact The Headmaster for further advice.

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