

GUIDANCE NOTES

Disclosure and Barring Service (DBS) Criminal Records Disclosure

The Rehabilitation of Offenders Act 1974 gives individuals the right not to disclose details of certain old offences when asked about their criminal record as they may be defined as 'spent'. There are exemptions to this if the individual is offered a post which involves contact with children or regular work at an establishment exclusively or mainly for children. The post you have applied for falls into one of these categories and therefore requires a criminal background check. You must therefore answer the question on the application form 'Have you ever been convicted of any criminal offence?' with either a yes or no. If yes you must give details of the conviction[s] and date[s] on a separate sheet and place it in a sealed envelope marked 'Private and Confidential' FAO the HR Director. We would like to reassure candidates that a criminal record is not necessarily a bar on obtaining a position here at the college.

If we offer you the job you will be asked to complete a disclosure application on-line at college. On completion of the check the DBS will issue you with a certificate. This certificate will, in line with current Government guidelines, contain details of any convictions, reprimands or final warnings held on the Police National Computer, including current and 'spent' convictions as well as details of any cautions, reprimands or final warnings. It will also indicate whether information is held on government department lists held by the Department for Education and Skills [List 99] and the Department of Health, of those individuals who are barred from working with children.

Further information about Disclosure can be found at <https://www.gov.uk/disclosure-barring-service-check/overview>

Recruitment Policy

Our policy is to ensure that the recruitment process is as objective as possible. All candidates are assessed against the same criteria, and every effort is made to ensure that you and other applicants are not discriminated against on any of the following grounds: sex, marital status, colour, nationality, ethnic origins, religion, sexual orientation or disability. To ensure our policy is implemented fully, we monitor applications for employment, from initial application through to final selection; all applicants are requested to complete the enclosed Equal Opportunities Monitoring form.

Application process

Application for this position is by Application Form and covering letter. The criteria in the enclosed person specification will be used to assist the shortlisting process. The specification identifies the minimum skills, experience and qualifications needed by you to carry out the job effectively. Please ensure that you indicate how you meet these criteria.

Terms and Conditions

All appointments are subject to the receipt of two satisfactory references, medical clearance by the College's Occupational Health Contractor, clearance from the DBS and a satisfactory probationary period.

Miscellaneous

- ◆ We will pay second class travel and reasonable out of pocket expenses for you if you are called for interview. If you are coming from Overseas you will be paid from point of entry to the country.
- ◆ If overnight accommodation is required to attend for interview we will arrange this for you.
- ◆ If you are offered the post your interview expenses will be reimbursed in your first month's salary.
- ◆ In most cases, applications received after the closing date will not be considered.
- ◆ Smoking is not permitted on college premises except in designated smoking areas.