**MYERSCOUGH COLLEGE**

**ADVISORY NOTE TO APPLICANTS**

**REHABILITATION OF OFFENDERS ACT 1974**

**CONVICTIONS AND 'SPENT' CONVICTIONS OF A CRIMINAL NATURE**

The work for which you are applying involves substantial opportunity for access to children and is exempt from the Rehabilitation of Offenders Act 1974. You are, therefore, required to declare any convictions, cautions, bind-overs, or prosecutions pending you may have, even if they would otherwise be regarded as 'spent' under this Act.

These details should be enclosed in a separate, sealed envelope marked '**confidential**' - for the attention of the Chair of the interview panel. The envelope should be returned with your application form.

The information you give will be treated in strict confidence and will only be taken into account in relation to an application where the exemption applies and the applicant is shortlisted for interview.

The College is entitled, under arrangements introduced for the protection of children, to check with the Disclosure & Barring Service (DBS) for the existence and content of any criminal record of the successful applicant prior to the confirmation of appointment. Successful applicants will, therefore, be requested to give consent to a DBS check being carried out. Failure to consent to this could prevent the application being considered further. Information received from the DBS will be kept in strict confidence and will be destroyed in compliance with the College Disclosure & Barring Service Policy and Guidelines for Recruitment of Staff.

All posts are subject to Disclosure & Barring Service checks at enhanced level / barred list check.

The disclosure of a criminal record will not debar you from appointment, unless the College considers that the conviction renders you unsuitable for appointment. In making this decision, consideration will be given to the nature of the offence, how long ago and what age you were when it was committed and any factors which may be relevant.

Failure to declare a conviction, caution or bind-over may, however, disqualify you from appointment, and may result in dismissal, disciplinary action and if applicable the police informed if the discrepancy comes to light.

Employees are required to declare any subsequent cautions / convictions to the College at the appropriate time and also on the annual Employee Change of Details form.

JMB/Personnel/Recruitment&Selection/AdvisoryNote-June16