



## STRICTLY CONFIDENTIAL

### The Mountbatten School

#### **Employment checks in respect of application for appointment involving working with children.**

#### **Details overleaf to be completed by all candidates (or volunteers) and submitted with application form.**

In accordance with statutory requirements employment checks are conducted for positions involving working with children (including young people and vulnerable adults). Information obtained through this process will be used for the protection of these groups and not to discriminate unfairly against those with convictions which are irrelevant or unrelated to this application. This process will be conducted against the Disclosure and Barring Service Code of Practice.

It is a criminal offence to apply for a position working with children if you are excluded from such work by virtue of a court order or exclusion by the Department for Education and Skills or Department of Health. This applies to all work, paid or unpaid and under a contract or otherwise. Your signature at the end of this form will be regarded as confirmation that you are not excluded from working with children.

The position for which you are applying, with the privileged access it gives to children, is also an exempted occupation under the Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975. **This means that you must disclose spent convictions and specifically you are required to indicate whether you have convictions and/or cautions, reprimands or warnings on the reverse side of this sheet.**

We will, through the Disclosure and Barring Service, make a check to establish any criminal/caution record upon offer of appointment. Accordingly, successful applicants will be required to complete a Disclosure and Barring Service check form. Appointment to the position for which you have applied will be subject to completion of a satisfactory Disclosure and Barring Service check at the following level:

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Enhanced disclosure

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Standard disclosure

If you have any queries concerning the requirements for positions working with children, young people or vulnerable adults or the Disclosure and Barring Service check process please contact the Mountbatten School or a member of Hampshire County Council Education Personnel Services for further information.

Signature \_\_\_\_\_ Date \_\_\_\_\_