

NOTICE TO APPLICANTS

RE: CONVICTIONS AND 'SPENT' CONVICTIONS OF A CRIMINAL NATURE

You will appreciate that the Governing Body must be particularly careful to inquire into the character and background of applicants for appointment to posts involving contact with children under the age of 18. It is therefore essential that, in making your application, you disclose whether you have ever been convicted of a criminal offence or cautioned and, if so, for what offence(s). Because of the nature of the work for which you are applying, this post is exempt from the provisions of Section 4(2) of the Rehabilitation of Offenders Act 1974, by virtue of the Rehabilitation of Offenders 1974 (exceptions) Order 1975 and the Rehabilitation of Offenders Act 1974 (Exceptions) (Amendments) Order 1986, the Police Act 1997 as amended by Part V of the Protection of Children Act 1999. The fact that conviction/caution(s) have been reported against you will not necessarily debar you for consideration for this appointment.

You must, therefore, answer the question on the application form: 'have you ever been convicted of a criminal offence or cautioned?' (please answer 'yes' or 'no'). If the answer is 'yes', you must give details which may, if you wish, be enclosed in a separate, sealed envelope marked 'confidential' and attached to the application.

In accordance with the recommendations of the Home Office, all successful candidates for post where there is to be contact with children, will be the subject of a request to the Disclosure and Barring Service which provide details of a persons criminal records including convictions, cautions, reprimands and warnings held on the Police National Computer (PNC). The Disclosure will also contain details from lists held by the Department of Health (DH) and the Department for Education and Skills (DfES). An Enhanced Disclosure may also contain information held by local police forces.

In the event that you are appointed to the post, you will be asked to complete the DBS disclosure application form and provide the relevant documentation, as outlined in the invitation to interview letter. Any information given will be completely confidential and will be considered only in relation to an application for positions to which the Order applies. The object of this Notice is not, in any way, to reflect upon applicants' integrity but it is necessary to protect the public and the Governing Body.

Acceptance of an offer of appointment will be deemed to be acceptance that such an investigation may take place. Applicants are informed that providing false information is a disciplinary matter and may result in summary dismissal.

A copy of this notice will be sent to your referees.