



Disclosure Checks

As an organisation using the Disclosure and Barring Service (DBS) Disclosure service to assess applicants' suitability for positions of trust, Xaverian College complies with the DBS code of Practice and undertakes to treat all applicants for positions fairly. It undertakes not to discriminate unfairly against any subject of a Disclosure on the basis of conviction or other information.

Xaverian College is committed to the fair treatment of its staff and potential staff regardless of an offending background.

We actively promote equality of opportunity for all with the right mix of qualifications, experience and skills and welcome applications from a wide range of candidates, including those with criminal records. We select all candidates for interviews based on their skills, qualifications and experience.

A Disclosure is requested for all vacant positions at the College. For these positions, all application forms, job advertisement and recruitment pack will contain a statement that a Disclosure will be requested in the event of the individual being offered the position.

We encourage all applicants called for interview to provide details of their criminal record at an early stage in the application process. We request that this information is sent in writing separately, in confidence to the Human Resources Manager at the College and we guarantee that this information is only seen by those who need to see it as part of the recruitment process.

Unless the nature of the position allows Xaverian College to ask questions about your entire criminal record we only ask about 'unspent' convictions as defined in the Rehabilitation of Offenders Act 1974.

At interview, or in a separate discussion, we ensure that an open and measured discussion takes place on the subject of any offences or matter that might be relevant to the position. Failure to reveal information that is directly relevant to the position applied for, could lead to withdrawal of an offer of employment.

We undertake to discuss any matter revealed in a Disclosure with the person seeking the position before withdrawing a conditional offer of employment.

Having a criminal record will not necessarily bar any applicant from working at Xaverian College. This will depend on the nature of the position and the circumstances and background of your offences.