**Additional guidance**

The post for which you are applying will bring you into direct contact with children, young people\* and/or vulnerable adults.

During our recruitment procedure we take steps to assess and applicant’s suitability for such a position of trust. It is important that you understand the nature of the checks that we will make and when we will make them.

The Rehabilitation of Offenders Act 1974 sets out to help people who have been convicted of a criminal offence and have not been convicted again in a specified period. This period is known as a rehabilitation period. Once a rehabilitation period has expired and no further offending has taken place, a conviction is considered to be ‘spent’. Once a conviction is spent, the convicted person does not have to reveal it or admit its existence in most circumstances.

The Rehabilitation of Offenders Act 197 [Exceptions Order] gives some exemptions for the Act, whereby details of ‘spent convictions have to be declared. One of these exemptions is working with children, young\* and/or vulnerable adults. When recruiting people to work in such positions of trust an employer is entitled to ask for details of all convictions, spend and ‘unspent’.

If we ask you come for an interview please bring the following with you;

a completed Declaration of Criminal Background Form. This form will be enclosed with the letter inviting you to interview. It asks for details of spent and unspent convictions, cautions, reprimands and final warnings. You should complete the form and place it in an envelope marked ‘Private and Confidential’.

Proof of Identity. We require one form of photographic identification [eg. a passport or new form of driving licence] and two addressed items such as a recent utility bill, recent bank statement, and current council tax bill. If this is a problem please contact us.

The information relating to criminal convictions will only be seen by the interview panel if we are considering offering you employment. If you wish to discuss the information that you have given, please mention this to the interviewer. Having made its selection, the panel may wish to discuss any information given by you. Having a conviction will not necessarily bar you from consideration for the post. Criminal records will be taken into account only when they are relevant to the position for which you are applying. Our policy on recruitment of ex-offenders is given overleaf.

If you are made a conditional offer a DBS at enhanced level will be undertaken.

DBS offers organisations a means to check the background of job applicants to ensure that they do not have a history that would make them unsuitable for the post. Higher level disclosure statement provides details of a person’s criminal record including convictions, cautions, reprimands and warnings; they also contain details from lists held by Government departments of those considered unsuitable for this type of work.

\*young people are those aged under 18 years of age