

ADVISORY NOTES TO APPLICANTS

1. **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 Chairperson of the appointed body. The envelope should state clearly the name of the school/establishment and the work for which you are applying and be returned with your application form.

The information you give will be treated in confidence and will only be taken into account in relation to an application where the exemption applies.

The Authority is entitled, under arrangements introduced for the protection of children, to check with the police 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 police check being carried out. Failure to consent to this could prevent the application being considered further. Information received from the police will be kept in strict confidence and will be destroyed immediately the selection process is completed.

All teaching posts and certain non-teaching posts are subject to police checks.

The disclosure of a criminal record will not debar you from appointment, unless the Authority 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, or result in dismissal or disciplinary action if the discrepancy comes to light.

If you would like to discuss what effect any conviction you have might have on your application, you may telephone the Personnel Team Leader on 01254 220510, in confidence, for advice.

NB. A copy of this advisory note will be sent to your referees when they are asked to provide a reference.

2. **IMMIGRATION AND ASYLUM ACT 1996 IMPORTANT NOTE – IF YOU ARE APPOINTED TO THIS POST**

It will be necessary under the statutory provision of the Asylum and Immigration Act 1996 for you to provide evidence of your right to work in the United Kingdom. This must be provided by documentary evidence of your National Insurance Number. Such documentation can be a P45, a payslip, a P60, a NINO card or via a letter issued by one of the government bodies concerned. If you do not have a National Insurance Number please contact the Area Personnel Team for further advice as soon as possible after your appointment. Please note that evidence of your right to work must be provided before a letter of appointment can be issued.