

## NOTE TO APPLICANTS

### CRIMINAL RECORDS BUREAU

You will be aware that the post you are applying for involves you working with either children or vulnerable adults, it is therefore a post covered by the Rehabilitation of offenders (Exceptions) Act 1975 and is a post regulated by the Criminal Records Bureau.

If you are successful, you will be required to apply to the Criminal Records Bureau for a 'disclosure', to confirm any records held prior to any final appointment decision being made by the Authority. (A disclosure application form will be issued to you to enable you to apply at the appropriate time.)

The completed disclosure application form would then be forwarded to the Criminal Records Bureau, who will undertake a check which will include:

- Details of convictions, including those 'spent' under the Act stated above.
- Cautions, etc whether included on List 99, Protection of Children Act list. Protection of Vulnerable Adults list.
- Where appropriate, information from local Police records, including any relevant non conviction information.

NB. A conviction is not necessarily a bar to recruitment, 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.

It is an offence for an individual who has been disqualified from working with children to knowingly apply for, offer to do, or accept or do any work in a regulated position. An individual is disqualified from working with children if he/she is included under Section 142 of the Education Act 2002 (formerly known as List 99) or POCA/POVA list of disqualified from working with children or vulnerable adults as part of a sentence.