



INFORMATION FOR JOB APPLICANTS

Disclosure of Criminal Convictions

Appointment to the post you are interested in is subject to an **ENHANCED DISCLOSURE**.

This is because the post is exempted from the Rehabilitation of Offenders Act 1974 because it includes:

Duties which involve regularly caring for, training, supervising or being in sole charge of persons aged under 18 or vulnerable adults.

This means that the successful applicant will be asked to consent to a criminal convictions check, and that confirmation of appointment will depend on the results of that check.

The disclosure will include information relating to all convictions (whether spent or unspent), cautions, reprimands and final warnings, as stored on the Police National Computer, and may contain information from local Police Force records. The Disclosure will also include a check against the Protection of Children Act (PoCA) List and a check against the Department for Schools, Children and Families (DSCF) List 99.

- If the Disclosure reveals no criminal history, appointment to the post will be confirmed.*

* *Please note that **ALL** appointments will be subject to the receipt of two satisfactory references.*

- If the Disclosure reveals any criminal history, this will be discussed with the candidate before the appointment decision is made.
- Where the Disclosure reveals information that poses a risk of future misconduct, based on past events, relevant to the post in question, the selected candidate will **NOT** be appointed and will be given written reasons for the decision. In particular for posts which involve working with children, appointment will **NOT** be confirmed where the candidate has either been convicted of a Schedule Four Offence, on the

DSCF list or on the PoCA or National Assembly of Wales Lists (as per the Criminal Justice and Court Services Act 2002 – further details available on request).

- Where the Disclosure reveals information that is not relevant to the post in question, or where the risk appears to be minimal or manageable, the selected candidate will be appointed subject to the approval of the Director or their delegate.
- The Director (or their delegate's) decision will be final.

Code of Practice on the use of Disclosure Information

The Council is registered with the Criminal Records Bureau to enable it to access the Disclosure Service. As a registered body, the Council must abide by a Code of Practice, which is available on request.

Policy on the Recruitment of Ex-Offenders

The Council will not discriminate against job applicants on the grounds of previous criminal convictions that have no relevant bearing on the post being applied for. A copy of the full policy is available on request.

Security of Disclosure Information

All information provided in connection with the Disclosure will be kept confidential, and handled in accordance with the Data Protection Act 1998 and the Council's "Disclosure Security Policy" which is available on request.

Challenging Information on Disclosure

If you feel that information about you contained within a Disclosure is incorrect, you may contact the Criminal Records Bureau's "Disclosure Dispute Line" on 0870 9090 778. This should be done as soon as any discrepancy becomes apparent. In such cases, the final appointment decision will be deferred until you have had an opportunity to rectify the situation.

If you have any queries or complaints about the recruitment procedure, please contact the relevant Human Resources Officer (for details see the "Compliments and Complaints Monitoring" section in your Job Information Pack).