



Dear Applicant

This letter is to inform you that if you are considered for appointment to the post for which you have applied, you will be subject to a check of criminal and other records. This will have been specified in the advertisement for the post.

The 1997 Police Act allows employers to obtain this information on people who are being considered for appointment to positions involving work with children, vulnerable adults or other positions of trust.

This information is obtained from the Disclosure and Barring Service, an executive agency of the Home Office who provide a range of official data sources for recruitment purposes.

Registration with the DBS is complied with and their strict requirements for ensuring that sensitive personal information is handled and stored appropriately and is kept for only as long as necessary. A copy of the DBS Code of Practice may be provided on request.

Please note that previous criminal convictions are not an automatic bar to employment, this will depend on the nature of the position and the circumstances and background and your offences.

As an applicant for positions involving work with children, vulnerable adults, or other positions of trust, you must provide information about all convictions, bind-overs, cautions, reprimands and indicate if you have any prosecutions pending.

If you are invited for interview and are being considered for the post you have applied for, **we will:-**

- **Ask you** to produce proof of identity which requires:
 - at least **one** item of photographic evidence (eg current passport or new style UK driving licence or other validated photograph) or a full birth certificate together with **two** other forms of evidence (eg UK driving licence, birth certificate, marriage certificate etc). **AND**
 - at least **one** item of address-related evidence of identity (eg utility bill, bank credit card, or mortgage statement showing your name and address).

YOU MUST BRING THESE DOCUMENTS WITH YOU IF INVITED FOR INTERVIEW

N.B. If no form of photographic evidence available, five forms of I.D. are required.

- **Ask you** to complete a DBS application form, which we will countersign to confirm proof of identity and forward to the DBS. (The School will meet the cost of the disclosure fee.)
- **Consult you** if information is disclosed to us by the DBS which might lead us to consider you unsuitable for the post you have applied for.

If you have any questions or concerns about the contents of this letter, please raise these at your interview.

Yours sincerely

Ms J Shorrock
Headteacher