

**It is important that you read these guidance notes carefully before making your application**

## **GUIDANCE NOTES AND SUMMARY OF MAIN TERMS AND CONDITIONS FOR APPLICANTS**

### **Statement of commitment to safeguarding children and young people**

We are committed to safeguarding and promoting the welfare of children and young people, and expect all staff governors and volunteers to share this commitment

### **Disclosure and Barring Service (DBS) Criminal Records Disclosure**

The post you are applying for is exempt from the provision of Section 4(2) of the Rehabilitation of Offenders Act 1974 (Exceptions) (Amendment) Orders 1975 and 2001 and therefore all convictions, cautions and bind-overs, including those regarded as 'spent', must be declared. However, the amendments to the Exceptions Order 1975 (2013) provide that certain spent convictions and cautions are 'protected' and are not subject to disclosure to employers, and cannot be taken into account. All guidance and criteria on the filtering of these cautions and convictions can be found on the Disclosure and Barring Website [DBS filtering collection](#)

We therefore ask you to complete the Criminal Records Disclosure Form as fully as possible and return it with your application form. Any self-disclosed information will not be considered until short-listing has taken place. At interview, or in a separate discussion, we will ensure that an open and measured discussion takes place about any offences or other matter that might be relevant to the position.

Having a criminal record will not necessarily bar you from working with us. This will depend on the offence and the relevance of the offence in relation to the position applied for. The factors taken into account will include the responsibilities of the position, the vulnerability of the customer group, the nature of the offence[s] the number and pattern of the offences [if there is more than one], how long ago the offence[s] occurred and the age of the offender when the offence[s] occurred. We ensure that anyone making appointment decisions has the necessary information and support to assess the relevance and circumstances of any offences. We comply with:

- the Disclosure & Barring Service's Code of Practice, which is available on their website at <https://www.gov.uk/government/publications/dbs-code-of-practice> and;
- our policy on the recruitment of ex-offenders – [Policy on the Recruitment of Ex-offenders](#)

If we offer you the job you will be asked to complete a disclosure application on-line at college. On completion of the check the DBS will issue you with a certificate. This certificate will, in line with current Government guidelines, contain details of any convictions, reprimands or final warnings held on the Police National Computer, including current and 'spent' [unless they are covered under the Amendments to the Exceptions Order 1975] convictions as well as details of any cautions, reprimands or final warnings. It will also indicate whether information is held on government department lists held by the Department for Education and Skills and the Department of Health, of those individuals who are barred from working with children. If you have spent a significant amount of time living outside the UK or have only recently moved to the UK then we will obtain a criminal record check from the country you have been living in in addition to the UK criminal record check.

Further information about Disclosure can be found at <https://www.gov.uk/disclosure-barring-service-check/overview>

## **Recruitment Policy**

Our policy is to ensure that the recruitment process is as objective as possible. All candidates are assessed against the same criteria, and every effort is made to ensure that you and other applicants are not discriminated against on any of the following grounds: age, disability, gender reassignment, marriage or civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation. To ensure our policy is implemented fully, we monitor applications for employment, from initial application through to final selection; all applicants are requested to complete the enclosed Equal Opportunities Monitoring Form.

## **Application process**

Application for this position is by Application Form and covering letter; please do not send a CV. If you send in an application form via email and are subsequently offered an interview you will be asked to sign the application form and disclosure form at that time. Please note incomplete application forms will not be accepted. The criteria in the enclosed person specification will be used to assist the shortlisting process. The specification identifies the minimum skills, experience and qualifications needed by you to carry out the job effectively. Please ensure that you indicate how you meet these criteria and your motivation for applying for the role.

## **Terms and Conditions**

All appointments are subject to:

- Proof of eligibility to work in the UK
- Clearance from the DBS
- The receipt of two satisfactory verified references from your current and previous employer. If you have worked with children, on either a paid or voluntary basis, your current or previous employer will be asked about disciplinary offences relating to children, including any in which the penalty is time expired. They will also be asked about anything that may give rise to concern about your suitability to work with children/young people, and if so to give details. We will ask for specific confirmation of the details and responsibilities of your current role, as described in your application form. Any issues arising from your references will be explored further before or after interview
- Medical clearance by the College's Occupational Health Contractor
- Evidence of required qualifications and professional registration, if relevant
- A satisfactory probationary period and induction period.

## **False Information**

Please note that providing false information could result in your application being rejected or your dismissal from employment if you are appointed. The matter may also be referred to the police if we consider that you may have committed a criminal offence.

## **Miscellaneous**

- We will pay second class travel and reasonable out of pocket expenses for you if you are called for interview. If you are coming from Overseas you will be paid from point of entry to the country
- If overnight accommodation is required to attend for interview we will arrange this for you
- If you are offered the post your interview expenses will be reimbursed in your first month's salary
- In most cases, applications received after the closing date will not be considered
- Smoking is not permitted on college premises except in designated smoking areas.