

Declaration of Criminal Offences

The position you have applied for is exempt from the Rehabilitation of Offenders Act 1974, therefore the Governing Body will undertake to use the Disclosure and Barring Service. For some posts the information required will include details of cautions, reprimands or final warnings as well as convictions.

Whereby a disclosure is to form part of the recruitment process, applicants are encouraged to provide details of their criminal record at an early part of the process; all information will be kept confidential and only disclosed to those parties relevant to the recruitment process.

The disclosure of a criminal record will not necessarily prevent your employment with us; in making a decision, the Governing Body will consider many factors relevant to the appointment. This means that you must provide information about all previous convictions, cautions, reprimands and final warnings including those, which, in other circumstances, would be thought of as spent. Failure to disclose relevant information could lead to the Governing Body withdrawing the offer of employment.

The categories of employment which are exempt from Rehabilitation of Offenders Act 1974 include:

- **Work involving access to children and vulnerable people** (e.g. school based staff, youth service, social workers etc).
- **Work involving the provision of services to persons under the age of 18** (including social services care, leisure and recreational facilities and the provision of accommodation).
- **Work involving the provision of social services to persons:**
 - Over the age of 65;
 - Suffering from serious illness or mental disability of any description;
 - Addicted to alcohol or drugs;
 - Who have sensory impairment;
 - Who are substantially and permanently disabled.

If you are offered a job in any of these categories, you will also be required to complete a further form to authorise the Governing Body to undertake a criminal record check.

Please list all cautions, bindovers and criminal offences. Do not forget to include any pending convictions and indicate that they are pending in the column 'Place & Date of Judgements'. If you have no convictions please write 'none' and sign the form.

Details of Offence	Nature of Offence	Place & Date of Judgements	Sentence

I certify that the information on this form is true and accurate. I understand that if the information I have supplied is false or misleading in any way, it may automatically disqualify me from appointment or may render me liable to dismissal without notice.

Signed:	Name (print):
Date:	Job Applied For:

Please complete this form and return it with your application.

Policy statement on the recruitment of ex-offenders

The Governing Body of Carisbrooke College and Medina College is committed to the fair treatment of its staff, potential staff or users of its services, regardless of race, gender, religion or belief, sexual orientation, marital or civil partnership status, gender reassignment status, responsibilities for dependants, age, physical/mental ability or offending background.

We actively promote equality of opportunity for all with the right mix of talent, skills and potential and welcome applications from a wide range of candidates, including those with criminal records. We select candidates for interview based on their skills, qualifications and experience.

The Governing Body of Carisbrooke College and Medina College complies fully with the Disclosure and Barring Service Code of Practice and undertakes not to discriminate unfairly against any subject of a Disclosure on the basis of conviction or other information revealed.

A Disclosure is requested after a risk assessment has indicated that one is both proportionate and relevant to the position concerned. For those positions where a Disclosure is required, application details will contain a statement that a Disclosure will be requested in the event of the individual being offered the position.

Where a Disclosure forms part of the recruitment process, we encourage all applicants called for interview to provide details of their criminal record at an early stage in the application process. We confirm that this information is only seen by those who need to see it as part of the recruitment process.

We undertake to discuss with the job applicant any matter revealed in a Disclosure which may lead the Governing Body of Carisbrooke College and Medina College to withdraw a conditional offer of employment.

Unless the nature of the position allows the Governing Body of Carisbrooke College and Medina College to ask questions about the applicants entire criminal record we only ask about “unspent” convictions as defined in the Rehabilitation of Offenders Act 1974.

Those employed by the Governing Body of Carisbrooke College and Medina College who are involved in the recruitment process are given suitable guidance to identify and assess the relevance and circumstances of offences.

During the selection process, an open and measured discussion will take place on the subject of any offences or other matter that might be relevant to the position. Failure to reveal information that is directly relevant to the position sought could lead to withdrawal of an offer of employment.

Having a criminal record will not necessarily bar you from working with us

This will depend on the nature of the position and the circumstances and background of your offences.