



Diocese of Southwell and Nottingham Multi Academy Trust  
Jubilee House, Westgate, Southwell, Nottinghamshire, NG25 0JH

Dear Applicant

This letter is to inform you that if you are considered for appointment to the post for which you have applied, you may 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 non-departmental public body who provide a range of official data sources for recruitment purposes.

The Diocese of Southwell and Nottingham Multi Academy Trust is registered with the Disclosure and Barring Service and has to comply with 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 Disclosure and Barring Service 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, following the interview, are being considered for the post you have applied for, **we will:**

- **Ask you** to produce proof of identity and documentation that confirms your eligibility to work in the UK which requires:
  - at least one item of photographic evidence (e.g. current passport or new style UK driving licence or other validated photograph OR a full birth certificate).

AND

- at least one item of address-related evidence of identity (e.g. utility bill, bank credit card, or mortgage statement showing your name and address).

**YOU MUST BRING THESE DOCUMENTS WITH YOU IF INVITED FOR INTERVIEW**

- **Ask you** to complete an on-line Disclosure and Barring Service application (the Trust will meet the cost of the disclosure fee).



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- **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 faithfully

**Mr C Moodie**  
**Chief Executive Officer**



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## **DOCUMENTS THE APPLICANT MUST PROVIDE FOR DBS CHECKS**

The Criminal Records Bureau (CRB) and the Independent Safeguarding Authority (ISA) have merged into the Disclosure and Barring Service (DBS). CRB checks are now called DBS checks.

The person going through a DBS check (the applicant) must give their employer original documents (not copies) to prove their identity.

The documents needed will depend on the route the application takes. The applicant must try to provide documents from Route 1 first.

### **Route 1**

The applicant must be able to show:

- one document from Group 1, below
- 2 further documents from either Group 1, or Group 2a or 2b, below

At least one of the documents must show the applicant's current address.

### **Route 2**

If the applicant doesn't have any of the documents in Group 1, then they must be able to show:

- one document from Group 2a
- 2 further documents from either Group 2a or 2b

At least one of the documents must show the applicant's current address. The organisation conducting their ID check must then also use an appropriate external ID validation service to check the application.

### **Route 3**

Route 3 can only be used if it's impossible to process the application through Routes 1 or 2.

For Route 3, the applicant must be able to show:

- a birth certificate issued after the time of birth (UK and Channel Islands)
- one document from Group 2a
- 3 further documents from Group 2a or 2b

At least one of the documents must show the applicant's current address. If the applicant can't provide these documents they may need to be fingerprinted.