

## SAFEGUARDING POSITIONS - INFORMATION FOR APPLICANTS

This position is exempt from the Rehabilitation of offenders Act 1974, which means that all applicants must disclose all criminal convictions irrespective of whether they are spent or not. You must include details of the nature of the offence, the date of the offence and sentence.

Recruitment to this position is being undertaken under the Council's Safe Recruitment Policy. To ensure the safety of our vulnerable clients and customers we will take the utmost care throughout this recruitment process to examine, evaluate, and verify all information supplied to us by applicants. Providing false information is an offence and candidates who provide it will not be selected, may be dismissed and/or reported to the police. All successful candidates will be required to undertake an enhanced CRB check.

### APPLICATION FORM

Please ensure your application completely covers your experience since leaving secondary education, worklessness and time spent outside the United Kingdom. Please mention the reason for leaving your previous employment and mention if your previous employment was on a full time or part time basis. We will ask for and verify any registration with professional bodies required for the position.

### INTERVIEW

At interview you may be asked to elaborate further on any of the information provided on your application form especially time spent outside work, time spent abroad, reasons for leaving previous employment and any apparent discrepancies or gaps not accounted for.

We will ask you questions relating to your motivation for working with children or vulnerable adults, your values and ethics, and your understanding of safeguarding.

### PRE EMPLOYMENT CHECKS (REFERENCES, CRB, MEDICAL)

We will approach your last two employers, including your current employer, or your employers for the last five years (whichever is the longer) for references. We may ask for your permission to approach your current employer or any of your previous employers at any time before short-listing takes place. We will undertake an enhanced CRB check for this position.

We will not let you commence until these checks, along with full medical clearance, are complete. We may also make enquiries to any of your previous employers to clarify or confirm information obtained at interview.

For candidates who have spent significant time outside the U.K. we will make every effort to validate the information supplied on the application form and will make enquiries with police forces abroad to establish any criminal history.

### DECLARATION

I have read and am willing to apply for this position under the process outlined above. I am not disqualified from working with children or vulnerable adults and do not appear on any of the following lists:-

- Protection of Children Act (POCA) List
- Protection of Vulnerable Adults (POVA) List
- Information that is held under Section 142 of the Education Act 2002

Print Name: :

Signature: :