



# Note to Applicants

## Online Searches following shortlisting:

As part of our due diligence, we will conduct an online search for shortlisted candidates who have accepted an invitation to interview.

This is to help identify any incidents or issues that have happened, and are publicly available online, which the school might want to explore with the applicant at interview.

No recruitment decision will be made solely on the basis of an online search and all relevant information uncovered will be discussed with the applicant at interview. All online searches will be conducted by individuals who not involved in the recruitment decision. No irrelevant information uncovered will be provided to the staff responsible for interviewing the job applicant.

All candidates will be treated consistently. The same online search for all shortlisted candidates will be undertaken consisting of:

- A Google search of the candidate's current and any previous names, also linked to their current employer, previous employer, educational institutions attended, previous job titles and news articles

## Policy statement on recruiting applicants with criminal records

This post is exempt from the Rehabilitation of Offenders Act 1974 and therefore applicants are required to declare any convictions, cautions, reprimands and final warnings that are not protected (i.e. that are not filtered out) as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended).

For further information on filtering please refer to:

Nacro guidance (<https://www.nacro.org.uk/resettlement-advice-service>)

DBS website (<https://www.gov.uk/government/publications/dbs-filtering-guidance>)

We also require applicants to disclose other information that may be relevant to an assessment of their suitability to work with children. This includes information about any pending criminal proceedings against them as well as any current police or children's social care investigations in order that we can risk assess the circumstances and any potential impact on employment, particularly in relation to our duties to safeguard and promote the welfare of children.

We recognise the contribution that ex-offenders can make as employees or volunteers and welcome applications from them. A person's criminal record will not, in itself, debar that person from being appointed to this post. Any information given **will be treated in the strictest confidence**. Suitable applicants will not be refused posts because of offences which are not relevant to, and do not place them at or make them a risk in, the role for which they are applying.

All cases will be examined on an individual basis and will take the following into consideration:

- Whether the conviction is relevant to the position applied for;
- The seriousness of any offence revealed;
- The age of the applicant at the time of the offence(s);
- The length of time since the offence(s) occurred;
- Whether the applicant has a pattern of offending behaviour;

- The circumstances surrounding the offence(s), and the explanation(s) offered by the person concerned;
- Whether the applicant's circumstances have changed since the offending behaviour.

It is important that applicants understand that failure to disclose the information requested could result in the withdrawal of a job offer or, if already employed, disciplinary proceedings or dismissal. Further advice and guidance on disclosing a criminal record can be obtained from Nacro ([www.nacro.org.uk](http://www.nacro.org.uk)). Please also note that the successful applicant will be required to undertake an Enhanced Disclosure & Barring Service (DBS) check. We will compare the information you have provided with the information in your formal DBS check.

**Other:**

If you have submitted your application electronically and have been invited to attend an interview, you will be required to sign a hard copy of your application form.

Thank you for your interest in working with our Trust school/s.