

IMPORTANT INFORMATION TO APPLICANTS

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1. APPLYING FOR POSTS WORKING WITH CHILDREN OR VULNERABLE ADULTS

CRIMINAL RECORDS BUREAU

If you are applying for a post which involves you working with either children or vulnerable adults, it will be covered by the Rehabilitation of offenders (Exceptions) Act 1975 and will be a post regulated by the Criminal Records Bureau.

If you are successful, you will be required to apply to the Criminal Records Bureau for a 'disclosure', to confirm any records held prior to any final appointment decision being made by the Authority. (A disclosure application form will be issued to you to enable you to apply at the appropriate time.)

The completed disclosure application form would then be forwarded to the Criminal Records Bureau, who will undertake a check which will include:

- Details of convictions, including those 'spent' under the Act stated above.
- Cautions, etc whether included on List 99, Protection of Children Act list. Protection of Vulnerable Adults list.
- Where appropriate, information from local Police records, including any relevant non conviction information.

NB. A conviction is not necessarily a bar to recruitment, unless the Authority considers that the conviction renders you unsuitable for appointment. In making this decision, consideration will be given to the nature of the offence, how long ago and what age you were when it was committed and any factors which may be relevant.

It is an offence for an individual who has been disqualified from working with children to knowingly apply for, offer to do, or accept or do any work in a regulated position. An individual is disqualified from working with children if he/she is included under Section 142 of the Education Act 2002 (formerly known as List 99) or POCA/POVA list of disqualified from working with children or vulnerable adults as part of a sentence.

2. THE REHABILITATION OF OFFENDERS ACT 1974

The Rehabilitation of Offenders Act (1974) is a piece of legislation protecting ex-offenders employment opportunities, although if you have convictions, you must disclose these until a certain length of time passes, and the conviction becomes 'spent'.

	Aged 17 or over on conviction	Aged under 17 on conviction
Prison (immediate or suspended sentence) or young offender institution: more than 6 months but less than 2.5 years	10 years	5 years
Prison (immediate or suspended sentence) or young offender institution: 6 months or less	7 years	3.5 years
Fine or community service order	5 years	2.5 years
Absolute discharge	6 months	6 months
Probation, supervision, care order, conditional discharge or bind-over	1 year or until order expires (whichever is longer)	
Attendance Centre Order	1 year after the order expires	
Hospital Order (with or without restriction order)	5 years, or 2 years after the order expires (whichever is longer)	

If you have been sentenced for any offence and the above periods of time have not passed you must declare the offence. If the period of time has passed you do not need to mention it on your application form.

There nevertheless remains certain job categories and classes of employment which are exempt from such time limitations. This means that convictions never become 'spent' if you are looking for work in certain job categories.

Exempted categories include employment connected with the provision of services for persons under 18 years of age or vulnerable adults.

Accordingly, if you are applying for a position which falls into one of these categories, you must declare any convictions you have had, regardless of whether or not any time limit has elapsed. It does not mean that you cannot apply for the position. All appointments are considered on merit and individual consideration of the conviction and the circumstances.

The information you provide will be treated in the strictest confidence. Having a conviction will not necessarily bar you from employment. However, failure to disclose convictions may result in the offer of employment being withdrawn, or if already appointed, you could be dismissed without notice.

Please bear in mind; you may be subject to a Criminal Record Bureau Disclosure for posts working with children or vulnerable adults.