

PROTECT

WOKINGHAM BOROUGH COUNCIL

JOB APPLICATION SUPPLEMENTARY INFORMATION

DISCLOSURE OF CRIMINAL RECORDS

1. The Council has an obligation to ensure as far as possible that persons (either employed or as volunteers) who work with children or adults who are vulnerable are suitable to undertake such a role. For this reason you are required to disclose if you have any convictions or cautions subject to the rules below, so they may be taken into account when your applications is considered.
2. The Disclosure and Barring Service (DBS) will filter out convictions and cautions under the rules detailed below and therefore these will not be printed on the disclosure certificate you receive. You do not have to disclose convictions or cautions if they fall within the DBS filtering rules.

Filtering Rules for Criminal Record Check Certificates

3. For those 18 or over at the time of the offence:

An adult conviction will be removed from a DBS criminal record certificate DBS criminal record if:

- 11 years have elapsed since the date of the conviction; **and**
- It is the person's only offence, **and**
- It did not result in a custodial sentence.

4. Even then, it will only be removed if it does not appear on the list of offences relevant to safeguarding. If a person has more than one offence, then details of all their convictions will always be included.

5. An adult caution will be removed after 6 years have elapsed since the date of the caution – and it does not appear on the list of offences relevant to safeguarding.

6. For those under 18 at the time of the offence:

- The same rules apply as for adult convictions, except that the elapsed time period is 5.5 years.
- The same rules apply as for adult cautions, except that the elapsed time period is 2 years.

PROTECT

7. In answering the question below the position for which you are applying for is exempt from the Rehabilitation of Offenders Act 1974. Subject to the rules above you must disclose any convictions you may have even if they would otherwise be regarded as 'spent' under this Act, and any cautions or bindovers. Any information you give will be treated in strictest confidence and will only be taken into account in relation to this application.

QUESTION

Have you been convicted of a criminal offence

YES / NO

If YES please give details of all convictions and cautions, including 'spent' convictions and cautions.

DECLARATION

The information I have provided is correct to the best of my knowledge. I understand that false information may render me liable for dismissal if appointed.

Signed _____

Date _____

Print Name (Capitals) _____

Position Applied for _____

(When you have answered the above question please return this additional sheet with your application form. If you have disclosed conviction information please place this sheet in a separate sealed envelope marked with: your name and position applied for and the following: Disclosure information, Strictly Confidential. This will ensure that only persons directly concerned with reaching a recruitment decision in respect of the position applied for will view conviction information).

EXPLANATORY NOTE TO APPLICANTS AND STATEMENT OF POLICY ON THE RECRUITMENT OF PERSONS WITH A CRIMINAL CONVICTION

The Council is able (with your consent), to access records of criminal convictions to verify the information you supply. In the event of an offer of employment your written permission will be sought for this check to be undertaken with the Disclosure and Barring Service. (The Service is an executive arm of the Home Office which carries out criminal conviction checks for employers.) If you do not give your permission it will not be possible to consider your application further. As part of its checking procedure the Service will also check registers of persons found to be unsuitable to work with children or vulnerable adults which are maintained by the Disclosure and Barring Service. Information on the Service, including their Code of Practice by which employers must abide, can be accessed on the internet at: https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/143662/cop. Wokingham Borough Council complies fully with the Code of Practice and undertakes to treat all applicants for positions fairly. 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. Information received from the Service will be kept in strict confidence. You will be sent directly the results of your check by the Service.

Having a criminal record will not necessarily bar you from working with us. The disclosure of a criminal record will only debar you from appointment if the selection panel, having considered carefully the following factors, determine this. The factors to be taken into account are: a. the responsibilities of the position, b. the vulnerability of children or adults supported, c. the nature of the offence(s), d. the number and pattern of offences (if there is more than one), e. how long ago the offence(s) occurred, f. the age of the offender when the offence(s) occurred.

We undertake to discuss any matter revealed in a Disclosure with the person seeking the position before withdrawing a conditional offer of employment.

If the Service check discloses a conviction which you had failed to declare this may disqualify you from appointment, or result in summary dismissal if the discrepancy comes to light after appointment.