

Notice to Applicants

You will appreciate that the School must be particularly careful to inquire into the character and background of applicants for appointment to posts involving contact with children under the age of 18. It is therefore essential that, in making your application, you disclose whether you have ever been convicted of a criminal offence or cautioned and, if so, for what offence(s). Because of the nature of the work for which you are applying, this post is exempt from the provisions of Section 4(2) of the Rehabilitation of Offenders Act 1974, by virtue of the Rehabilitation of Offenders 1974 (exceptions) Order 1975, the Rehabilitation of Offenders Act 1974 (Exceptions) (Amendments) Order 1986, and the Police Act 1997 as amended by Part V of the Protection of Children Act 1999. The fact that conviction/caution(s) have been reported against you will not necessarily debar you from consideration for this appointment.

You must, therefore, answer the question on the application form: "have you ever been convicted of a criminal offence, or cautioned, or reprimanded, or subject to a warning, or are criminal charges pending against you?" (please answer "yes" or "no"). If the answer is "yes", you must give details, which may, if you wish, be enclosed in a separate, sealed envelope marked 'confidential' and attached to the application. Any information given will be completely confidential and will be considered only in relation to an application for positions to which the Order applies. The object of this Notice is not, in any way, to reflect upon applicants' integrity but it is necessary to protect the public and the Governors.

In accordance with the recommendations of the Home Office, all successful candidates for posts where there is to be contact with children, will be the subject of a request to the Criminal Records Bureau which provide details of a person's criminal records including convictions, cautions, reprimands and warnings held on the Police National Computer (PNC). The Disclosure will also contain details from lists held by the Department of Health and the Department for Education and Skills. An Enhanced Disclosure may also contain information held by local police forces.

Acceptance of an offer of appointment will be deemed to be acceptance that such an investigation may take place. Applicants are informed that providing false information is a disciplinary matter and may result in summary dismissal.

A copy of this notice will be sent to your referees.

Additional Notes

1. When completed, this form should be returned in accordance with the instruction in the advertisement for the post.
2. Any personal information on the application form may be held on computer files and in accordance with the Data Protection Act 1998, such information will only be used in conjunction with Data Protection Registration.
3. Candidates must declare whether they are subject to any legal restrictions in respect of their employment in the UK and/or require a work permit.
4. On the grounds of economy, it is not normally practicable to acknowledge receipt of application forms.
5. Canvassing, directly or indirectly a Governor will disqualify the application.
6. Candidates recommended for appointment will be required to complete a medical declaration and may be required to undergo a medical examination.