

SAFEGUARDING CHILDREN – CRIMINAL RECORDS CHECK

Exemption under the Exceptions Order to the Rehabilitation of Offenders Act 1974.

You are advised that all jobs at T:mac are exempt under the rehabilitation of Offenders Act 1974. All posts are therefore subject to a Disclosure Check via the Criminal Records Bureau. This means that details of all criminal convictions, including spent convictions, cautions and bind-overs must be provided, together with relevant dates.

When completing an application form you are asked to sign a form that the information you have provided about any criminal convictions is a true statement. A conviction will not necessarily be bar to obtaining employment, BUT failure to disclose any criminal conviction will disqualify you from this appointment and may render you liable to dismissal without notice.

To protect your privacy when applying for a post, you can provide details of any convictions, cautions and bind-overs in a sealed envelope marked 'Private', for the attention of Barbara Makin, and return this with your completed application form. Please indicate on the application form if you have enclosed further information separately.

Disclosure checks will only be sought from the Criminal Records Bureau after a candidate has been provided with a provisional offer of employment.

If you require any further information or have any questions please contact Barbara Makin, Personnel and Support Manager, at T:mac on tel: 01204 333233 ext 104 prior to submitting your application.

(Date: March 2009)