

The Business Academy Bexley

Enhanced Disclosure

Thank you for your interest in applying for this post within the Academy. The post you are applying for involves working with children/young people. It is therefore exempt from the Rehabilitation of Offenders Act and any offer of employment will be subject to an Enhanced Disclosure.

As this post is exempt from the Rehabilitation of Offenders Act you must declare any convictions, including pending convictions, cautions, reprimands and warnings which would otherwise be regarded as 'spent' under this ACT. Further details will be sought prior to appointment.

An Enhanced Disclosure is carried out by the Criminal Records Bureau and will check criminal records for information on any convictions, cautions, reprimands and warnings held on the Police National Computer and on local Police records.

The Disclosure will also include information from lists held by the Department of Health and the Department for Education and Skills of those considered unsuitable for working with children/young people or vulnerable adults.

The Business Academy Bexley Ex-offenders policy

The disclosure of a criminal record will not debar you from appointment unless we consider the conviction renders you unsuitable for appointment. In making this decision we will consider the nature of the appointment, the nature of the offence, when the offence occurred and the frequency of offending. Failure to disclose information on a criminal record may disqualify you from appointment or result in summary dismissal if this discrepancy comes to light.

All information on criminal records provided both by you and within the Enhanced Disclosure will be used, stored and disposed of in confidence and in line with the Criminal Records Bureau Code of Practice on Disclosure Information.

If your application is successful you will be given further information about the Enhanced Disclosure prior to interview. If you would like to discuss what effect any conviction may have on your application then please contact the HR Manager on 020 8320 4800.