



## **Smithills School**

# **SAFEGUARDING CHILDREN – DISCLOSURE & BARRING CHECK**

### **Exempt under the Exceptions Order to the Rehabilitation of Offenders Act 1974**

You are advised that all jobs at Smithills School are subject to an Enhanced Disclosure Check via the Disclosure & Barring Service. This means that you are required to disclose any convictions, cautions, reprimands or final warnings which would not be filtered in line with current guidance including 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 a bar to obtaining employment, BUT failure to disclose any of the above criminal conviction will disqualify you from this appointment and may render you liable to dismissal without notice.

Disclosure checks will only be sought from the Disclosure & Barring Service after a candidate has been provided with a provisional offer of employment. If you have subscribed to the Disclosure & Barring Service (DBS) update service please indicate this on your application form.

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 Gill Gittins, and return this with your completed application form. Please indicate on the application form if you have enclosed further information separately.

If you require any further information or have any questions, please contact Gill Gittins, HR Manager, at Smithills School on tel: 01204 842382, prior to submitting your application.