

Application Process for working with Children, Young People or Adults at Risk

A number of our jobs involve contact with children, young people or adults at risk. Other jobs involve access to data regarding children, young people or adults at risk. We have included extra measures in our recruitment process which safeguards their interests.

On the application form – employment history

Make sure that you give a full employment history in chronological order since leaving secondary education. Please include periods of any post-secondary education/training, part-time and voluntary work as well as full time employment, with start and end dates. Please provide explanations for periods not in employment or education/ training and reasons for leaving employment.

On the application form – declaring convictions

You will need to declare on your application form any convictions which you think would later appear on a DBS certificate, and would NOT be filtered out by the Disclosure and Barring Service as being irrelevant. The DBS's rules for criminal record check certificates are as follows

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

An adult conviction will appear on a DBS certificate if:

- less than 11 years has elapsed since the date of your conviction; and
- you have had more than one offence; and
- it resulted in a custodial sentence

Even then, it will still be on the certificate if it appears on the list of offences which will never be removed from a certificate (see below). If you have had more than one offence, then details of your convictions will always be included. A custodial sentence is one where you were sentenced to prison or another secure/closed institution.

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

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 (for under 18s these are known as 'reprimands' or 'warnings') except that the elapsed time period is 2 years.

You may be aware that under normal circumstances, some offences are regarded as "spent" after a certain period – however, where a DBS certificate is

concerned, offences which might otherwise be “spent” can still appear on the certificate.

Offences that will never be removed from a DBS certificate:

These include matters linked to sexual offences, violence, terrorism, aggravated burglary/robbery, certain public order offences, offences under the Care Standards Act, offences relating to Fostering and Adoption and Childminding, cruelty to children, causing death by reckless driving, firearms offences, some drugs offences and many more serious offences.

If you have a conviction for a serious offence and are not sure if it is on the list – and remember if it is on the list it will never be removed from a certificate and will appear in any DBS check – [see the full list of offences](#) on the excel spreadsheet

On the application form – references

You will need to give the names and addresses of two people who will provide a reference. At least one should be from your current/last employer. If you are not currently working with children, young people or adults at risk but have done so in the past it is important that the other reference is obtained from the employer by whom you were most recently employed working with children, young people or adults at risk.

References will not be accepted from relatives or people writing solely in the capacity of friends.

We aim to take up references for those who have been shortlisted for interview. You will be asked to give permission for your referees to be contacted BEFORE your interview. We encourage you to give permission, but will respect your decision if you decide not to give permission.

Your referees will be asked specifically about any concerns/allegations about your behaviour towards children, young people or adults at risk.

At interview

You will be asked to bring documents to interview that prove your identity. Your passport is suitable, but if you do not have a passport, you will need to phone the named person on your invitation to interview to discuss the alternatives.

You will also be asked to bring evidence of your qualifications, where applicable.

If you are appointed

You will be required to apply for a DBS check with the Disclosure and Barring Service - formerly a disclosure with the Criminal Records Bureau (CRB). Shortlisted candidates can find out more about this process when attending interview.

[Find out more about DBS checks from Gov.uk](#)

In most cases, your appointment will not be confirmed and you will not be able to start until we establish that your DBS check is satisfactory.