

CITY OF ELY COMMUNITY COLLEGE

A Specialist Business and Enterprise College



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INVESTOR IN PEOPLE

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NOTICE TO APPLICANTS

RE: CONVICTIONS AND 'SPENT' CONVICTIONS OF A CRIMINAL NATURE

You will appreciate that the Education Authority must be particularly careful to enquire 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 and the Rehabilitation of Offenders Act 1974 (Exceptions) (Amendments) Order 1986. The fact that conviction/caution(s) have been recorded against you will not necessarily debar you for 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?" (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 Council.

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 Cambridgeshire Constabulary for a search by the Criminal Records Office.

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.

NOTICE TO REFEREES

The above Notice has been given to the applicant who has given your name as a Referee. The effect of the exemption mentioned in the notice is to make it possible for you to reveal any information you may have concerning convictions which would otherwise be considered as 'spent', in relation to this application and which you consider relevant to the applicant's suitability for employment. Any such information will be kept in strict confidence and used only in consideration of the suitability of this applicant for a position where such an exemption is appropriate.



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