

Dear Applicant

This letter is to inform you that if you are considered for appointment to the post for which you have applied, you will be subject to a check of criminal and other records.

The 1997 Police Act allows employers to obtain this information on people who are being considered for appointment to positions involving work with children, vulnerable adults or other positions of trust.

This information is obtained from the Disclosure and Barring Service and we have to comply with their strict requirements for ensuring that sensitive personal information is handled and stored appropriately and is kept for only as long as necessary.

Please note that previous criminal convictions are not an automatic bar to employment. You are therefore encouraged to disclose details of any previous criminal convictions on your application form.

If you are invited for interview and, following interview, are being considered for the post you have applied for, we will:

Ask you to produce proof of identify which requires:

- at least two (one should be photographic) pieces of evidence (e.g. current passport or new style UK driving licence (paper & card), birth certificate);

**AND**

- at least one item of current address-related evidence of identity (e.g. utility bill, bank credit card or mortgage statement showing your name and address).

(Please read the information sheet which is part of the DBS application).

**We will:**

- ask you to complete a Disclosure and Barring Service application form which we will countersign to confirm proof of identity and forward to the DBS (the Academy will meet the cost of the disclosure fee)
- consult you if any information is disclosed to us by the DBS which might lead us to consider you unsuitable for the post you have applied for.

If you have any questions or concerns about the contents of this letter, please let me know.

Yours sincerely



Mrs J Tunnicliffe  
Headteacher