

Employment of Ex-Offenders – information for Candidates

The Academy/Essex County Council* has a policy requiring all job applicants to declare criminal convictions which are 'unspent' as defined by the Rehabilitation of Offenders 1974 from time to time enacted and amended. It additionally requires declaration of 'spent' convictions for employment involving access to certain categories of vulnerable persons, as allowed for and defined by the Exceptions Order associated with the Employment of Offenders legislation. Further details are given in the declaration forms which will be sent to shortlisted candidates. Checks are also made against lists held by the County Council which contain information of which employers may wish to be aware prior to confirming appointments.

For staff whose normal duties involve carrying out work of any sort in an educational institution or day care premises and/or caring for, training, supervising or being in sole charge of children (under 18), checks are also made on applicants' criminal records through the Criminal Records Bureau (CRB). CRB checks are undertaken by the Academy through Essex County Council which are a Registered Body for the purposes of processing such checks.

The CRB charges for checks and this fee will be paid by the Academy on behalf of the successful applicant.

For relevant posts, employment will not normally be confirmed until a satisfactory Criminal Records Disclosure Certificate has been received by the employer. A previously issued Criminal Records Disclosure Certificate will only be accepted in certain restricted circumstances and you should speak to the Academy if you already possess a Criminal Records Disclosure Certificate.

The post you have applied for is subject to self-declaration of 'spent' and 'unspent' convictions and to an Enhanced Criminal Records Disclosure.

Self-declarations and Criminal Records will be taken into account for recruitment purposes only when the conviction is relevant. Having a Criminal Record will not necessarily bar you from employment. This will depend on the background, nature and circumstances of your offence(s).

Essex County Council and the Academy meets the requirements of the Criminal Records Bureau and its Code of Practice in relation to the processing, handling and security of Disclosure information. For posts subject to a Criminal records Bureau check, a copy of the County Council's policy on the employment of ex-offenders is available on request. If you would like to see a copy of the Criminal Records Bureau's Code of Practice, please contact the Academy who will arrange for a copy to be sent to you.