Dear Applicant,

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

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, an executive non-departmental public body who provide a range of official data sources for recruitment purposes.

The Diocese of Southwell and Nottingham Multi Academy Trust is registered with the Disclosure and Barring Service and has 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. A copy of the Disclosure and Barring Service Code of Practice may be provided on request.

Please note that previous criminal convictions are not an automatic bar to employment, this will depend on the nature of the position and the circumstances and background and your offences.

**As an applicant for positions involving work with children, vulnerable adults, or other positions of trust, you must provide information about all convictions, bind-overs, cautions, reprimands and indicate if you have any prosecutions pending.**

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

* **Ask you** to produce proof of identity and documentation that confirms your eligibility to work in the UK which requires:
* at least one item of photographic evidence (eg current passport or new style UK driving licence or other validated photograph OR a full birth certificate).

AND

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

***YOU MUST BRING THESE DOCUMENTS WITH YOU IF INVITED FOR INTERVIEW***

* **Ask you** to complete an on-line Disclosure and Barring Service application (the Trust will meet the cost of the disclosure fee).
* **Consult you** if information is disclosed to us by the DBS which might lead us to consider you unsuitable for the post you have applied for.

**DOCUMENTS REQUIRED FOR DBS CHECKS**

Please ensure you provide original documents (not copies) to prove your identity.

The documents required depend on the route taken. You must try to provide documents from Route 1 first.

**Route 1**

* one document from Group 1, below
* 2 further documents from either Group 1, or Group 2a or 2b, below

At least one of the documents must show the applicant’s current address.

**Route 2**

If you don’t have any of the documents in Group 1, then you must be able to show:

* one document from Group 2a
* 2 further documents from either Group 2a or 2b

At least one of the documents must show your current address.

**Route 3**

Route 3 can only be used if it’s impossible to process the application through Routes 1 or 2.

For Route 3, you must be able to show:

* a birth certificate issued after the time of birth (UK and Channel Islands)
* one document from Group 2a
* 3 further documents from Group 2a or 2b

At least one of the documents must show your current address. If you can’t provide these documents you may need to be fingerprinted.

If you have any questions or concerns about the contents of this letter, please raise these at your interview.

Yours sincerely

**Mrs A Martin**

**Principal**

**Magnus Church of England Academy**

**For and on behalf of the Diocese of Southwell and Nottingham Multi Academy Trust**

**DOCUMENTS REQUIRED FOR DBS CHECKS**

**GROUP 1: Primary Identity Documents**

|  |  |
| --- | --- |
| **Document** | **Notes** |
| Passport | Any current valid passport |
| Biometric residence permit | UK |
| Current driving licence photocard – (full or provisional) | UK, Isle of Man, Channel Islands and EU |
| Birth certificate – Issued within 12 months of birth (Original) | UK, Isle of Man, Channel Islands – including those issued by UK authorities overseas, e.g. embassies, High Commissions and HM Forces |
| Adoption certificate | UK and Channel Islands |

**GROUP 2a: Trusted Government Documents**

|  |  |
| --- | --- |
| **Document** | **Notes** |
| Current driving licence photocard (full or provisional) | All countries outside the EU (excluding Isle of Man and Channel Islands) |
| Current driving licence (full or provisional \_ - paper version (if issued before 1998) | UK Isle of Man, Channel Islands and EU |
| Birth certificate – Issued after time of birth (certified copy) | UK, Isle of Man and Channel Islands |
| Marriage /civil partnership certificate | UK and Channel Islands |
| HM Forces ID card | UK |
| Firearms licence | UK, Isle of Man, Channel Islands  |

All driving licences must be valid (<https://www.gov.uk/driving-nongb-licence>)

**GROUP 2b: Financial and Social history documents**

|  |  |  |
| --- | --- | --- |
| **Document** | **Notes** | **Issue Date & Validity** |
| Mortgage statement | UK or EEA | Issued in last 12 months |
| Bank or building society statement | UK and Channel Islands or EEA | Issued in last 3 months |
| Bank or building society account opening confirmation | UK | Issued in last 3 months |
| Credit card statement | UK or EEA | Issued in last 3 months |
| Financial statement, e.g. pension or endowment | UK | Issued in last 12 months |
| P45 or P60 | UK and Channel Islands | Issued in last 12 months |
| Council Tax statement | UK and Channel Islands | Issued in last 12 months |
| Work Permit or Visa | UK | Issued in last 12 months |
| Letter of sponsorship from future employment provider | Non-UK or non-EEA only – valid only for applicants residing outside of the UK at time of application | Must still be valid |
| Utility bill | UK – not mobile telephone bill | Issued in last 3 months |
| Benefit Statement, e.g. Child Benefit, Pension | UK | Issued in last 3 months |
| Central or local government, government agency, or local council document, e.g. from the Department for Work and Pensions, the Employment Service, HMR | UK and Channel Islands | Issued in last 3 months |
| EU National ID card |  | Must still be valid |
| Card carrying the PASS accreditation logo | UK, Isle of Man and Channel Islands | Must still be valid |
| Letter from Headteacher or college Principal | UK – for 16-19 year olds in full time education – only to be used in exceptional circumstances if other documents cannot be provided | Must be valid |