

DISCLOSURE AND BARRING SERVICE LETTER TO POTENTIAL APPLICANTS

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 (DBS), an executive agency of the Home Office who provide a range of official data sources for recruitment purposes.

Lincolnshire County Council is registered with the DBS and 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. A copy of the DBS 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 interview, are being considered for the post you have applied for, **we will:**

Ask you to produce proof of identity, which requires:

- at least one item of photographic evidence (e.g. 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 (e.g. 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 a DBS application form, which we will countersign to confirm proof of identity and forward to the DBS. (Lincolnshire County Council 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.

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