



Essex High School for Girls

Employment of ex-offenders - Information for Applicants

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, supervision or being in sole charge of children (under 18), checks are made on successful applicants' criminal records through the Criminal Records Bureau (CRB).

CRB checks are undertaken by the School through Essex County Council which is a Registered Body for the purposes of processing such checks.

The School and Essex County Council meet the requirements of the Criminal Records Bureau and its Code of Practice in relation to the processing, handling and security of Disclosure information. A copy of the school's policy on the Employment of Ex-Offenders Act is available, if you would like to see a copy of this, or the Criminal Records Bureau's Code of Practice, please contact the School who will arrange for a copy to be sent to you.

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

The CRB charges per check will usually be paid by the school on behalf of the successful applicant.

For relevant posts, the employment will not 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 School if you already possess a Criminal Records Disclosure Certificate.

The post you have applied for is subject to an Enhanced Criminal Records Disclosure check.