

CRIMINAL RECORDS BUREAU
GUIDANCE FOR JOB APPLICANTS AT CHESTERFIELD COLLEGE

- 1) If you have been successful in securing an interview for a position at the College you will receive an interview letter indicating that a disclosure will need to be carried out by the Criminal Records Bureau (CRB).
- 2) Appended to this offer letter will be a Disclosure Application Form. Sections A, B, C, D and H should be completed in full. In particular, you should ensure that you provide previous addresses covering a five year period with no gaps in dates. Please use a continuation sheet if necessary.
- 3) All staff will be required to agree to the College seeking an Enhanced Disclosure.
- 4) You will be required to bring your completed Disclosure Application Form to the interview along with your relevant original ID documents (photocopies will not be accepted). A CRB guidance booklet will be provided with the Application Form indicating which ID documentation we accept.
- 5) The College will pay the Disclosure application fee but if for any reason you decide not to take up the post the College will seek reimbursement of the fee from you.
- 6) The College will not employ anyone who will not provide a Disclosure.
- 7) The College works in line with the CRB Code of Practice, a copy of this and further details regarding the CRB procedure is available via www.crb.homeoffice.gov.uk
- 8) If you are successful at interview your Disclosure Application Form will be sent to the CRB for processing. When complete, the CRB will send a Disclosure Certificate to the College and to your home address. When received, HR and the Recruiting Manager will review and progress as appropriate.
- 9) If you are unsuccessful at interview your Disclosure Application Form and ID documentation will be confidentially destroyed.
- 10) Where a Disclosure Certificate highlights issues, the HR department and Recruiting Manager will consider any risk of employment and will decide to proceed with the offer or not. You will be advised of the outcome of this review in these circumstances.