



H A R R O W

S C H O O L

TO ALL APPLICANTS APPLYING FOR EMPLOYMENT AT HARROW SCHOOL

DECLARATION OF PREVIOUS CONVICTIONS

Relevant to ALL candidates

Notwithstanding the Disclosure process, **all candidates** for employment must declare any previous convictions whether they are 'spent' or not before attending for interview or taking up a conditional offer of employment at the School. Certain previous offences such as the abuse of children and seriously violent and disruptive behaviour will preclude employment in the School. However, the nature of other offences will be considered on their individual merits and proper notice will be taken of the degree of seriousness of the offences, the circumstances and the time frame. These factors will be weighed against the nature of the appointment and its responsibilities. The School is conscious of the need to accept ex-offenders into employment whenever possible in order to play its part in the rehabilitation process, but the well being of the children and fellow employees will always remain the overriding consideration.

Please submit information in confidence enclosing details in a separate sealed envelope which will be opened by the Personnel Manager (Mrs Beverley S Bailey), and subsequently destroyed.

PREVENTION OF ILLEGAL WORKING - DOCUMENT CHECKS

Relevant to candidates attending interview

All candidates attending interview will be required to produce Proof of Identity, Right to Work in the UK and Proof of Address documents. Further details will be provided to selected candidates prior to interview.

CRIMINAL RECORDS BUREAU - DISCLOSURE

Relevant to successful candidates

All **successful** candidates will be required to apply for a Disclosure from the Criminal Records Bureau at the Enhanced level. The School will provide the successful candidate with the relevant form which once completed it will submit to the CRB on your behalf, as well as paying the fee due.

Copies of the School's Code of Practice and Policy on the Recruitment of Ex-Offenders are available from the Personnel Department.

Beverley S Bailey
Personnel Manager