INFORMATION ON DISCLOSURE AND BARRING SERVICE (DBS) CHECKS

The work for which you are applying involves direct contact with vulnerable groups of people who are receiving a health service. As NELFT meets the requirements in respect of the exempted questions under the Rehabilitation of Offenders Act 1974, all applicants who are offered employment within the criteria will be subject to a criminal record check from the Disclosure and Barring Service before the appointment is confirmed. This includes details of cautions, reprimands, final warnings as well as convictions. This will also include those that would otherwise be regarded as 'spent' under this Act and also any bind-overs.

Information received from the DBS will be kept in strict confidence and will be destroyed following the recruitment process.

NELFT aims to promote equality of opportunity for all with the right mix of talent, skills and potential. NELFT welcomes applications from diverse candidates. Criminal records will be taken into account for recruitment purposes only when the conviction is relevant. Having an unspent conviction will not necessarily bar you from employment. This will depend on the circumstances and background to your offence.

NELFT is keen for all applicants who have a criminal record to be aware of their rights when applying for posts within our organisation. We have produced our own policy in this area and would be happy to provide you with a copy of that at your request. You may also access further information on this from the Disclosure and Barring Service website at www.gov.uk/disclosure-barring-service-check.

In the event of an offer of employment being withdrawn as a consequence of the result of a disclosure the recruiting manager and a HR representative will be happy to discuss those reasons with you.

Please note that failure to declare a conviction, caution or bind over, may result in summary dismissal or other disciplinary action.

If you would like to discuss the effect of any conviction you might have on your application, you may telephone Human Resources on 0208 926 5500, in confidence, for advice.