

## INFORMATION FOR APPLICANTS

### DISCLOSING CRIMINAL/ POLICE RECORD INFORMATION ON YOUR JOB APPLICATION

It is standard practice for schools to ask you a question(s) on your application form about criminal / police convictions and to request a Disclosure and Barring Service (DBS) check.

Filtering is the process by which the DBS decide along with the relevant UK authorities what information is included on your DBS Certificate.

With effect from 28 November 2020 the filtering rules changed. These rules establish which convictions and cautions no longer show up on standard and enhanced criminal record checks issued by the DBS in England and Wales.

If you are not sure whether a caution, conviction, warning or reprimand you received is exempt from being disclosed on your application form then you are entitled to seek independent advice before submitting your application. Below are some links to more information and services which may be able to support you:

- The UK Government website page on filtering  
[www.gov.uk/government/publications/dbs-filtering-guidance](http://www.gov.uk/government/publications/dbs-filtering-guidance)

This webpage contains the list of offences that will never be filtered from a DBS certificate:

[www.gov.uk/government/publications/dbs-list-of-offences-that-will-never-be-filtered-from-a-criminal-record-check](http://www.gov.uk/government/publications/dbs-list-of-offences-that-will-never-be-filtered-from-a-criminal-record-check)

- UNLOCK  
This is an independent charity which provides information and advice for people with previous criminal convictions, cautions or warnings. [www.unlock.org.uk](http://www.unlock.org.uk)

The UNLOCK guidance for what will be filtered out by the DBS

[www.unlock.org.uk/wp-content/uploads/Flowchart.png](http://www.unlock.org.uk/wp-content/uploads/Flowchart.png)

- NACRO  
This is an independent charity which provides information and advice for people with criminal convictions, cautions or warnings. [www.nacro.org.uk/criminal-record-support-service/](http://www.nacro.org.uk/criminal-record-support-service/)

### IMPORTANT INFORMATION

Please note that the school cannot provide advice on the disclosure of criminal conviction information on your application form as this must be sought from an independent source.

The school does not accept any responsibility or liability in respect of the content of these external websites. If you access these external websites, then you do so at your own risk.

The list of organisations provided above is not an exhaustive list – other organisations providing advice and support may be available.

**Cippenham School appointments are subject to satisfactory pre-employment checks including Enhanced DBS Checks**