

## **Conditions of employment**

### **Proof of your eligibility to live and work in the United Kingdom**

Under the Asylum and Immigration Act 1996 (Section 8) it is a criminal for an employer to employ someone who is not entitled to live and work in the United Kingdom. Guidance from the Home Office suggests that employers should ask all new employees, irrespective of their nationality, to provide documentary evidence of their eligibility for work.

In order to establish that you are eligible to work in the United Kingdom, proof of identity is required. You should provide this identification to support your DBS form, should you be appointed, and details on the type of identification required will be provided in your pack. If you have or need a work permit then you should discuss this with a member of the HR Department.

### **Disclosure and Barring Service**

Within our offer of employment, your appointment is subject to a check through the Disclosure and Barring Service (DBS) of any previous criminal convictions, including those which would normally be regarded as 'spent'.

The Trust has a legal responsibility to protect its students and is committed to safeguarding and promoting the welfare of its students.

The Trust undertakes not to discriminate unfairly against any subject of a Disclosure on the basis of a conviction or other information revealed. The Trust is committed to the fair treatment of its staff, potential staff or users of its services, regardless of race, gender, religion, sexual orientation, responsibilities for dependants, age, physical/mental disability or offending background.

As an organisation using the Disclosure and Barring Service (DBS) to assess applicant's suitability for positions of trust, the Trust complies fully with the DBS Code of Practice and undertakes to treat all applicants for positions fairly. It undertakes not to discriminate unfairly against any subject of a Disclosure on the basis of conviction or other information revealed.

### **Pinnacle Learning Trust Security Policy on Criminal Records Information**

As an organisation using the Disclosure and Barring Service to help assess the suitability of applicants for positions of trust, the Trust complies fully with the DBS Code of Practice regarding the correct handling, use, storage, retention and disposal of Disclosures and Disclosure information. It also complies fully with its obligations under the Data Protection Act and other relevant legislation pertaining to the safe handling, use, storage, retention and disposal of Disclosure information and has a written policy on these matters, which is available to those who wish to see it on request.

However, notwithstanding the above, we may keep a record of the date of issue of a Disclosure, then name of the subject, the type of Disclosure requested, the position for which the Disclosure was requested, the unique reference number of the Disclosure and the details of the recruitment decision taken.

### **Pinnacle Learning Trust Policy Statement on Employment of a person with a Criminal Record**

The Exceptions Order to the Rehabilitation of Offenders Act (ROA) 1974 sets out those occupations and positions exempt from the provisions of the ROA. These are generally positions of trust, where there is a valid need to see a person's full criminal history in order to assess their suitability for the position.

As an education provider, the Trust falls under the Exceptions Order and can therefore request that its prospective employees undergo a DBS disclosure prior to confirmation of employment (including contractors, agency staff and volunteers). Information from the agency or contractor to confirm the date of DBS, disclosure number will be required.

Candidates are required to disclose any offences at the application stage and again at the interview stage. At interview, we ensure that an open and measured discussion takes place on the subject of any offences or other matter that might be relevant to the position. Failure to reveal information that is directly relevant to the position sought could lead to withdrawal of an offer of employment.

The Trust undertakes to discuss any matter revealed in a disclosure with the person seeking the position before withdrawing a conditional offer of employment. Having a criminal record could bar an individual from working with the Trust however this will depend on the nature of the position and the circumstance and background of the offence.

### **Employment of Overseas Applicants**

DBS cannot access criminal records held overseas, but it is possible to submit an application while the applicant is overseas.

The Trust is within its right to ask applicants from overseas to provide the equivalent to a DBS Disclosure from their Country of residence.

### **References**

Offers of employment are subject to satisfactory references.

### **Medical**

The successful candidate will be required to complete a medical questionnaire and may be required to undergo a medical examination.