

DBS Check – Guidance for Applicants

All posts at Kirkby Stephen Grammar School require the post-holder to undergo a Disclosure and Barring Service (DBS) check. Part of the checking process requires the applicant to prove their identity using particular documents. With effect from 1 September 2012, new identity checking guidelines were introduced.

What documents do I need to take along to the interview with me?

The post for which you are applying requires a DBS check and you must bring to interview adequate documentation to have your identity verified. At least three (and in some cases more) original documents are needed for this purpose. Photocopies or documentation printed from the internet cannot be accepted.

The Disclosure and Barring Service requests that if you have a valid passport and / or a driving licence, then these documents must be provided.

Please note that the documentation you bring to interview must show the following:

- **your current name**
- **at least one document must show your current address**
- **at least one document must show your date of birth.**

Shortlisted candidates will be advised to contact the nominated Personnel Officer at the school for details of the necessary documents before they attend for interview.

Copies of all original documents will be taken, and the originals will be returned to you immediately following your interview.

Can I start my job without a DBS check?

Kirkby Stephen Grammar School has a policy on Safeguarding of Children. All posts require a DBS check to take place and the successful candidate cannot commence employment until the DBS check has been returned. The school has to be satisfied that the candidate is suitable to work with children or vulnerable adults.

How long does a DBS check take?

Since Kirkby Stephen Grammar School uses the on-line application service for DBS checks, the vast majority of DBS checks are returned within two or three weeks of being submitted. However, where a candidate has had numerous addresses over the last five years, the check may take longer. The school has a facility to track all applications with the DBS and to establish where they are in the vetting process to avoid any undue delays.

If a candidate cannot produce particular documents, an external ID checking process may be necessary which will delay the disclosure procedure.

If I have a criminal conviction, will this automatically debar me from applying and being successful?

Not necessarily. It will depend upon the nature of the offence, when the offence was committed, and the role for which you are applying. Kirkby Stephen Grammar School has a policy in place to ensure that conviction information is not misused and that ex-offenders are not treated less favourably. Ex-offenders will be protected under the Rehabilitation of Offenders Act 1974.

Posts in school, however, are exempt under the Exemptions Order 1979. Failure to disclose a criminal conviction, spent or otherwise, may result in disciplinary action and possible dismissal.

All previous criminal convictions must be disclosed on the post application form, and on the DBS application form.

GENERAL INFORMATION

Will references be taken up before interview?

Yes, if permission for this is given by the applicant on the application form. Schools usually take up references before interview, as part of their safeguarding procedures, but if an applicant indicates the school should not contact a current employer before interview, this will not prejudice the short-listing decision or the interview process.

Can I claim back any expenses incurred in attending an interview?

The school will reimburse mileage at 35p per mile, or second class rail fare or bus fare at cheap day rate or ordinary return fare on the production of valid receipts.

The school will reimburse the cost of an overnight stay and evening meal where the candidate is travelling from outside of Cumbria. Arrangements for this will be made by the school in consultation with the candidate.

Payment of interview expenses to the successful candidate is subject to the candidate accepting the post and taking up appointment. Interview expenses claims will be paid for unsuccessful candidates.

Expenses will only be reimbursed for travel to and from interview within mainland Britain.

For further information on claiming expenses and an expenses form please speak to the school business manager following your interview.

When can I expect to hear the outcome of my interview?

Generally all candidates attending for interview can expect to hear the outcome of their interview within a week either in writing or by telephone (unless otherwise stated by the Headteacher).

Unsuccessful candidates will be offered the opportunity to receive feedback from the Chair of the interview panel at a later date.

If offered the job when should I resign from my current post?

If offered the position, the school recommends that you do not resign from your current employment until all pre-employment checks have been returned as satisfactory and you have confirmed a start date with the school.

I currently work for another authority. Will my previous service be counted?

Yes. If you already work in local government and are successful in gaining a position with Kirkby Stephen Grammar School, your service will be counted so long as there is not more than a week's break between moving from one authority to another.