



Caistor Grammar School

A Selective Academy

Church Street

Caistor

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Headmaster: Alistair Hopkins M.A. (Oxon), M.Ed

Dear Applicant

This letter is to inform you that if you are considered for appointment to the post for which you have applied, you will be subject to a check of criminal and other records. This will have been specified in the advertisement for the post.

The 1997 Police Act allows employers to obtain this information on people who are being considered for appointment to positions involving work with children, vulnerable adults or other positions of trust.

This information is obtained as an Enhanced Disclosure from the Disclosure and Barring Service, an executive agency of the Home Office who provide a range of official data sources for recruitment purposes.

Caistor Grammar School uses uCheck (DBS Assist) as our agents for appointments to this School. uCheck (DBS Assist) is registered with the DBS and has to comply with their strict requirements for ensuring that sensitive personal information is handled and stored appropriately and is kept for only as long as necessary.

Please note that previous criminal convictions are not an automatic bar to employment, this will depend on the nature of the position and the circumstances and background and your offences.

As an applicant for positions involving work with children, vulnerable adults, or other positions of trust, you must provide information about all convictions, bind-overs, cautions, reprimands and indicate if you have any prosecutions pending.

If you are invited for interview and, following interview, are being considered for the post you have applied for, **we will:**

- **Ask you** to complete a DBS on-line application form, which we will countersign on-line to confirm proof of identity and forward to the DBS. Caistor Grammar School will meet the cost of the disclosure fee.
- **Consult you** if information is disclosed to us by the DBS which might lead us to consider you unsuitable for the post you have applied for.

Three forms of identity will be required as per the "Applicant's Guide to completing the DBS Application Form", which can be accessed at www.homeoffice.gov.uk/dbs ..

If you have any questions or concerns about the contents of this letter, please let me know.

Yours sincerely

Mr Alistair Hopkins
Headmaster