

## **APPLICATION FORM – ADDITIONAL INFORMATION**

### **Equal Opportunities**

*Extract from Company Equal Opportunities Policy:*

We will ensure that all new employees are appointed on the basis of their capability and suitability for the requirements of the job, and other relevant and objective criteria, not on any generalised concepts about the characteristics of categories or groups of individuals. No job applicant or member of staff will be discriminated against either directly or indirectly on the grounds of sex, marital status, disability, race, nationality, colour, creed, ethnic origin or offending background that does not create a risk to children or vulnerable adults. The same applies according to the nature of the work that a person may be required to carry out. However, we are sensitive to the rights of privacy a vulnerable person in our care has and our responsibilities to them. We may have to take into account reasonable demands by a person in our care as relates to these issues and keep suitable records of such.

### **Criminal Records Bureau (CRB) Disclosure**

In the event of a successful application an Enhanced CRB Disclosure will be requested. This means that the CRB will disclose to us details of any spent and unspent convictions, cautions, formal reprimands and final warnings held on the Police National Computer. It may also contain non-conviction information from local police records, which a chief police officer thinks, may be relevant in connection with the position sought. It will also state if there is nothing on record.

It should be noted that having a criminal record or having any other information disclosed, in itself, does not necessarily prevent a person from being appointed to a position unless the offence debars a person.

Any information that is disclosed to us will only be passed to persons who are entitled to see that information and access only made available to those persons in the course of their duties. Disclosures will be stored securely and will not be held longer than is required for a particular purpose.

All registered organizations that request CRB Disclosures are required to abide by a Code of Practice, which is available for inspection at the Company premises.