

CONFIDENTIAL DISCLOSURE FORM

As part of your application, you will be asked to answer questions on a Confidential Disclosure. The information you provide will be treated confidentially and kept separate from the rest of your application. HR will retain this information, and it will be kept confidential with HR until such time as an appointment is potentially made.

SAFEGUARDING STATEMENT

At the EFI, safeguarding and promoting the welfare of children, young people and vulnerable adults is paramount. We expect all our staff and prospective staff to share this commitment.

Consequently, we are committed to adopting the most robust recruitment procedures. The EFI's recruitment procedures ensure that all staff and volunteers who come into our premises are subject to the highest level of checks applicable to the work they are carrying out. These include an identity check, a right to work check, an enhanced DBS check, overseas criminal record checks (where applicable), comprehensive employment reference checks (including reasons for any gaps in employment), prohibition from teaching checks (where applicable), verification of relevant qualifications, and online searches to identify any incidents or issues that need to be discussed with the applicant before commencing work at the EFI, to ensure their suitability to work with our students.

Please read our [Safeguarding Policy](#) here for further information.

CONFIDENTIAL DISCLOSURE

You have been asked to complete a Confidential Disclosure as part of your application because the role you have applied for is exempt from the Rehabilitation of Offenders Act 1974. The information you provide will be retained confidentially by HR.

With your consent, HR may use their discretion to share relevant information with the recruiting manager at the offer stage. If you are appointed, this disclosure will be held on your employee file as part of your employment record. If you are not appointed, the disclosure will be stored securely and destroyed after six months.

Policy statement on recruiting applicants with criminal records

All posts at the EFI Group are exempt from the Rehabilitation of Offenders Act 1974 and therefore applicants are required to declare:

- All unspent convictions and conditional cautions; and
- All spent convictions and adult cautions that are not protected (i.e. that are not filtered out) as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2020).

For further information on filtering please refer to [Nacro guidance](#) and the [guidance published by the Ministry of Justice \(see, in particular, the section titled 'Exceptions Order'\)](#).

[Nacro](#) are a national social justice charity with more than 50 years' experience of changing lives, building stronger communities and reducing crime and offer advice and support on Criminal Records.

We recognise the contribution that people with criminal records can make as employees and volunteers and welcome applications from them. A person's criminal record will not, in itself, debar that person from being appointed to this post. Any information given will be treated in the strictest

confidence. Suitable applicants will not be refused posts because of offences which are not relevant to, and do not place them at or make them a risk in, the role for which they are applying.

All cases will be examined on an individual basis and will take the following into consideration:

- Whether the conviction is relevant to the position applied for;
- The seriousness of any offence revealed;
- Your age at the time of the offence(s);
- The length of time since the offence(s) occurred;
- Whether the applicant has a pattern of offending behaviour;
- The circumstances surrounding the offence(s), and the explanation(s) provided; and
- Whether your circumstances have changed since the offending behaviour.

It is important that applicants understand that deliberate attempts to conceal the information requested in this form could result in the rejection of your application, withdrawal of any job offers or if employed by EFI, dismissal.

Further advice and guidance on disclosing criminal records can be obtained from [Nacro's Criminal Record Support Service](#).

The information you provide within your Confidential Disclosure will be treated in strictest confidence and only those directly involved in the recruitment process will have access to the information provided. A criminal record is not necessarily a bar to employment.

If you are unsure about how to answer the Confidential Disclosure questions on our Application Form, please contact Nacro's Criminal Record Support Service on **0300 123 1999** or helpline@nacro.org.uk. All enquiries to this service are confidential. You will not be asked for any personal details, unless you want information or advice sent to you. Further guidance can also be found here:

[What do I need to disclose?](#)

[Check when to disclose a caution or conviction](#); and

[Guidance on disclosing a criminal record](#).

CONTACT US

If you are unable to provide all the information required or are unsure what information you need to provide or require any additional information at any stage, please contact recruitment@efigroup.ac.uk.