

CRB Information

The Post for which you are applying requires disclosure of information from the Criminal Records Bureau.

What is disclosure?

A disclosure is a document containing information held by the police and government departments. It can be used by employers to ensure safer recruitment for those posts where the post holder would have access to children or vulnerable adults. A disclosure check enables a background check of the job applicant to be carried out to ensure that they do not have a history that would make them unsuitable for the post.

Dependant upon the post Cumbria County Council can request different levels of disclosure, standard or enhanced.

A standard disclosure would be requested for those posts where the post holder may come into contact with children or vulnerable adults.

Enhanced disclosure would be requested for posts where there is far greater contact with children or vulnerable adults and where the post required the post holder to be in sole charge of such people.

Who runs the CRB?

The Criminal Records Bureau is an executive agency of the Home Office.

How do I know if the post for which I am applying requires disclosure?

The application pack will contain a Job Profile and Person Specification for the post for which you are applying and this will detail if disclosure is required.

At what stage of the recruitment processes will the disclosure check be carried out?

The successful applicant will be required to complete a Criminal Records Bureau application form following the interview. This will require providing a significant amount of personal details on the form such as previous addresses for the last 5 years, national insurance number, bank details, driving license and passport details.

The purpose of requiring detailed personal information is to ensure that there can be no mistake over the identity of the person.

What information will be disclosed?

Disclosures will provide details of a person's criminal record including convictions, cautions, reprimands and warnings held on the Police National Computer (PNC). If the post for which you are applying involves working with children, disclosures will also contain information from lists held by the Department of Health and the Department of Education and Skills of those considered unsuitable for this type of work.

Dependant upon the level of disclosure required for the post information held by local police forces known as "intelligence" may also be disclosed.

Who will see the personal information stored about me?

Capita Business Services are contracted on behalf of Cumbria County Council to manage and administer disclosure applications to the Criminal Records Bureau. Where the disclosure comes back clear Capita will write to the manager to inform them. Where disclosure is returned with a positive trace, discussions will be held as to the applicants suitability with a senior manager within Cumbria County Council.

By requesting disclosure is this a breach of my Human Rights?

No. Cumbria County Council is obliged under the Protection of Children Act 1999 to check with the Criminal Records Bureau for the existence and content of any criminal record prior to appointment to posts which have access to children and vulnerable adults.

By applying for a post that requires disclosures all applicants have to provide their consent to a criminal record bureau check. By consenting to disclosure this is not a breach of your human rights.

How do I know that the information contained about me will be treated confidentially?

Capita Business Services processes all applications for disclosure on behalf of Cumbria County Council and as such is required to comply with the CRB Codes of Practice. Under the provisions of the code, sensitive personal information must be handled and stored appropriately. It will be kept only as long as it is necessary. The Code of Practice is published on the Disclosure website or you can request a copy from the person who asked you to apply for the Disclosure. Website address: www.disclosure.gov.uk

If I have a criminal conviction will disclosure prevent me from employment with Cumbria County Council?

Having a criminal record will not necessarily bar you from employment. This will depend on the nature of the position and the circumstances and background of your offence(s). A policy has been introduced to ensure that conviction information is not misused and that ex-offenders are not treated unfairly a copy of which is available upon request. Ex-offenders will retain the protection afforded by the Rehabilitation of Offenders Act 1974. The Code of Practice for Registered Persons and other recipients of Disclosure information will govern Registered Bodies' Conduct and prevent abuse of the system.

Any information will be treated with the strictest confidence and you will only be prevented from obtaining employment if Cumbria County Council considers you have a criminal record that makes you unsuitable for the post for which you have applied.

Applicants are reminded that failure to comply with this requirement will result in their application being withdrawn from the recruitment process. Failure to disclose a criminal conviction spent or otherwise will result in disciplinary action and potential dismissal.

What if I have previously lived overseas?

The CRB does not generally have access to overseas criminal records. They can, however, advise on how to obtain equivalent information from overseas authorities where available. You may wish to discuss this with your prospective employer.

However, even if you have no prior residence in the UK, you will be required to apply for a Disclosure to enable your prospective employer to check the lists held by the DFES and the DoH.

Can I refuse to apply for Disclosure?

Yes. However Cumbria County Council will be unable to progress your application any further and you would be withdrawn from the recruitment process.

How long will a CRB check take?

Criminal records bureau check will normally be returned within 4 weeks of being submitted. The successful applicant cannot commence employment with Cumbria County Council until the results of the CRB check; medical clearance and employment references have been verified.

I have been acquitted of a crime, will this still show on my disclosure?

No. Acquittals of crimes will not show as a conviction on an individual's standard disclosure record. Where an enhanced check is required for the post for which you are applying local police forces may choose to hold this information as local intelligence and may choose to disclose this to the registered body.

Will police cautions show on my disclosure?

Yes, as police cautions can be issued for serious offences as well as minor offences they cannot be disregarded.

Will I receive a copy of information held about me?

You will receive a disclosure certificate in the post a copy of which will also be sent to Capita Business Services who are registered with the Criminal Records Bureau and as such agree to comply with the Code of Practice.

If I don't agree with the information held about me could I appeal?

Yes. If you believe the information held about you is incorrect you can call the disclosure dispute line immediately on: 0870 90 90 778

You must also contact Capita HR Services who will also have received a copy of the Disclosure to make them aware that you are going through this procedure. You can contact them on 01228 673694.

How long will a disclosure last?

Each disclosure will show the date on which it was printed but there will be no expiry date. The older a disclosure, the less reliable it is.

How often will I have to apply for disclosure?

Disclosure checks are carried out on all Cumbria County Council employees holding posts where disclosure is required every 3 years.

Further Information

If you would like further information about Disclosure and the Criminal Records Bureau services please contact:

Disclosure application help line: 0870 90 90 844

Disclosure website: www.disclosure.gov.uk

CRB information help line: 0870 90 90 811

CRB website: www.crb.gov.uk