

Posts Exempt from the Rehabilitation of Offenders Act 1974

The position you have applied for is exempt from the Rehabilitation of Offenders Act 1974, therefore Southampton City Council will undertake to use the Criminal Records Bureau. For some posts the information required, will include details of cautions, reprimands or final warnings as well as convictions.

Whereby a Disclosure is to form part of the recruitment process applicants are encouraged to provide details of their criminal record at an early part of the process, all information will be kept confidential and only disclosed to those parties relevant to the recruitment process.

The disclosure of a criminal record will not necessarily prevent your employment with us; in making a decision, the council will consider many factors relevant to the appointment. This means that you must provide information about all previous convictions, cautions, reprimands and final warnings including those, which, in other circumstances, would be thought of as, spent. Failure to disclose relevant information could lead to Southampton City Council withdrawing the offer of employment.

The CRB has a code of practice regarding the use of your information, a copy of which is available by clicking the back button in your browser to return to the last page and selecting the link called CRB – Code of Practice and Explanatory Guide from the list.