

# **Bradford College Human Resources**

## **Information for Candidates**

### **Safeguarding Children and Vulnerable Adults**

Bradford College is committed to equality of opportunity and safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff to share this commitment.

Any position involving the supervision of children, young people or vulnerable adults will require the successful candidate to undertake an enhanced DBS check. In addition the College will, through its recruitment and pre-employment checking procedures, ensure no unsuitable individuals are appointed to ANY post within the College. These checks are outlined below:

**It is important for you to know that any offer of employment are subject to a satisfactory response to these checks and that the offer may be withdrawn if they are not satisfactory.**

### **Employment History**

Please ensure that, if there are gaps in your employment history, you give reasons why (e.g. looking after a dependent) and dates. Any gaps must be explained satisfactorily prior to any offer of employment.

### **Qualification checks**

The successful candidate will be required to produce original copies of relevant certificates before the start of employment.

### **References**

References will be taken up for the successful applicant. If you have nominated an individual at your current or last employer's organisation, we will also write to the Human Resources Department, unless you have stated on your application that no approach should be made at this stage.

### **Disclosure and Barring Check/Rehabilitation of Offenders Act**

An appropriate criminal records check may be required prior to any confirmation of employment. Overseas applicants or applicants who have lived overseas in the last 5 years must obtain a "Certificate of Good Conduct" from their Embassy or obtain a police check from the local police in their county. Having a criminal record will not necessarily bar you from working with us. This will depend on the nature of the post and the circumstances and background of your offences.

### **Immigration and Asylum Act**

By law, employers are required to check that ALL new potential employees have the right to work in the UK. Before the start of employment you will be sent information about which documents you should produce.

### **Health Checks**

The successful candidate will be required to complete a pre-employment health questionnaire.

### **Car Parking**

There are several car parks near to Bradford college but street parking within close proximity of the College is very limited so please make allowances for this in your journey time if you are travelling by car.