

**DISCLOSURE AND  
BARRING SERVICE (DBS)  
CRIMINAL RECORD  
DISCLOSURE CHECK**



In order to protect certain vulnerable groups within society there are a number of posts and professions that are exempt from the Rehabilitation of Offenders Act.

Exempted posts include those positions that will allow the individual access to children and vulnerable adults. For these posts an applicant must declare all convictions, both 'spent' and 'unspent' and the successful applicant will be subject to an enhanced criminal record check from the Disclosure and Barring Service before the offer of appointment is confirmed.

This post falls within one of the Exempted categories therefore all convictions (whether spent or unspent), cautions, reprimands and final warnings need to be disclosed. Additionally for an Enhanced Disclosure all non-conviction information that has a bearing on suitability for appointment should be disclosed as well.

The University needs to ensure that the relevance to the role of any information about criminal convictions can be fairly and confidentially assessed and in order to help ensure this we encourage applicants to provide details of their criminal record at this stage, separately from the rest of their application.

You should do so by submitting appropriate written details and dates and giving any additional information you wish to draw attention to which may help to improve our understanding and assist fair decision-

making to [staff.recruitment@uea.ac.uk](mailto:staff.recruitment@uea.ac.uk) titled Confidential - DBS. The University will expect in such circumstances to discuss, with any candidate being considered for appointment, relevant convictions and associated information. Any such discussion will normally take place in a special interview with one of the University's HR Business Partners.



Please note that the application form only asks for details of unspent convictions. The application form should be completed, but please ensure that a full convictions history declaration is made in writing, as described above.

Owing to the sensitive nature of this post applicants who are offered employment will be subject to a criminal record check from the Disclosure and Barring Service before the offer of appointment is confirmed. The University of East Anglia aims to promote equality of opportunity for all. Its written policy on the recruitment of ex-offenders is attached for your information. Criminal records will be taken into account for recruitment purposes only when the conviction is relevant. A criminal record will not necessarily bar you from employment. This will depend on the circumstances and background to your offence(s).

**Please note: you are expected to meet the cost of obtaining a satisfactory Disclosure via the UEA Online Store. The present cost of an Enhanced Disclosure is £38.**



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An internationally renowned university, UEA is ranked in the UK Top 30 (The Times/Sunday Times 2024, Guardian University Guide 2023 and Complete University Guide 2023) and the World Top 50 (Times Higher Education Impact Rankings 2023), where it ranks in the World Top 100 for research citations (Times Higher Education World University Rankings 2023), reflecting the international excellence of its research environment. The University holds UK Teaching Excellence Framework Silver status.

