

Criminal Records Bureau (CRB) Information

Due to recent changes, the Criminal Records Bureau (CRB) – an executive agency of the Home Office are now responsible for carrying out pre-employment screening allowing for employers to make informed recruitment decisions and so protect the vulnerable members of society.

Like the previous police checking procedure, which it supersedes, the CRB uses the Police National Computer (PNC) record, which serves England and Wales and also holds most relevant convictions in Scotland.

Depending on your position and the location of your work with St Helena Hospice, it may be necessary for you to have a CRB check undertaken. If this is a requirement of the post for which you have applied, your offer of employment will be subject to the satisfactory completion of pre-employment checks. You will be asked to complete a form which will be sent to you with your conditional offer letter. You will then need to make an appointment to return the form in person with as many of the following original documentation:

- Birth Certificate
- Marriage Certificate
- Passport
- Driving License
- Utility Bill

Please note that having a criminal record will not necessarily bar an applicant from working with the Hospice. This will depend on the nature of the position and the circumstances and background of the offence(s).

Further assistance is available online, at www.disclosure.gov.uk or in the Recruitment of Ex-Offenders Policy, which can be viewed on the recruitment page of St Helena Hospice's website.