

## Guidance Notes for Applicants

The post for which you are applying has been identified as exempted from the *Rehabilitation of Offenders Act 1974* (as amended) and for which an Enhanced disclosure may therefore be sought under the provisions of the *Police Act 1997*.

Any information obtained through self-declaration will be verified by obtaining an enhanced criminal record check, as appropriate to the roles and responsibilities of the position being advertised.

The information from an enhanced disclosure is required as it is an offence for any person who has been barred (ie whose name appears on the barred list) from working with children and/or vulnerable adults to engage in, or seek to be engaged in, 'regulated activity'. In community pharmacy 'regulated activity' means any healthcare provided directly to patients by or under the supervision of the following:

Registered Pharmacists  
Registered Pharmacy Technicians

Therefore the company is required to ensure that any prospective employee for the above positions is not barred from the regulated activity required to carry out the role.

An enhanced DBS check will be made for Pharmacist, Pharmacy Technician and any Healthcare Providers at the pharmacy who provide services such as vaccinations and ear health consultations.

A standard DBS check will be made for Dispensary Assistants and Counter Assistants.

The company will provide uCheck with your name and email address in order to carry out the DBS check. Candidates will receive an email from uCheck which the candidate needs to complete including the ID verification checks as soon as possible.

The information received as part of the recruitment process i.e. the Application Form and the DBS information gathering information and declaration are held in strictest confidence. During the application process DBS information will only be known to the head office administration team and the Director conducting the selection process. The DBS information submitted by candidates will be held on file and kept securely until a final decision has been made through the recruitment process. The length of time it is likely to take to verify the information through obtaining a criminal record and/or barring check is likely to take up to 4 weeks. Successful and unsuccessful candidates' DBS information will be kept securely as set out in the following company policies on the handling of DBS Certificate Information and Recruiting Ex-Offenders and Equal Opportunities.

The following documents on this website are for the candidates' reference:

1. Code of Practice (Revised in November 2015)
2. Policy Statement on Recruiting Ex-Offenders
3. Statement on the Handling of DBS Certificate Information
4. Equal Opportunities Policy