



## Additional Information to Applicants

### References

We ask for a minimum of two work related references. However, we recognise that there may be circumstances where applicants cannot produce two work references, e.g.

- where you have not worked before, (such as being a School/College Leaver)
- where you have only had one previous job
- where you have had a career break.

In such circumstances, non-employment references may be acceptable, although they must still cover your skills and abilities. These could be references relating to part-time or voluntary work, or from your school or college, e.g. If you have been volunteering in a school, whilst on a career break, you could ask the Head Teacher of the school for a reference.

### Safeguarding Children and Vulnerable Adults

If you are applying for a job where you will be working with children or vulnerable adults, you will be asked for details of: any previous convictions, whether you are subject to sanctions from a regulatory body, and whether or not you are listed on the Independent Safeguarding Authority (ISA) Children's Barred List or the ISA Vulnerable Adults' Barred List.

The lists mentioned are:

#### ISA Vulnerable Adults' Barred List

#### ISA Children's Barred List

The ISA is responsible for the decision making and maintenance of the above barred lists for England and Wales and Northern Ireland covering the children's and vulnerable adults' sectors.

The new Barred Lists have replaced the Protection of Children Act (PoCA) List, List 99 and the Protection of Vulnerable Adults (PoVA) List in England and Wales, and the Disqualification from Working with Children (DWC) List, the Unsuitable Persons List (UP List) and the Disqualification from Working with Vulnerable Adults (DWVA) List In Northern Ireland as well as the current system of Disqualification Orders, which is operated by the Criminal Justice System.