

# A-Z of specific job roles & eligibility for criminal record checks

Criminal record checks for employment – Information series

- This is part of our information on <u>criminal record checks for employment</u>.
- This is particularly important to:
  - o Determine that an employer is conducting the correct level of check, and;
  - o Help you decide what you may need to disclose to an employer if you are asked
- Find out more about criminal record checks for employment on our self-help information site visit <u>hub.unlock.org.uk/checks</u>

#### How can the table help?

The table below sets out the levels of disclosure required for different jobs/roles. Not all employers will carry out a formal criminal record check.

For standard and enhanced checks, where we have referred to the DBS exceptions list, visit the <u>DBS guide</u> to eligibility.

If you believe that an employer is requesting the wrong level of check, visit our section on <u>ineligible checks</u> for information on raising this as a query with the DBS.







Job role	Potential level of check	Notes
Accountant (Chartered/Certified)	Standard	On entry into the profession only (DBS exceptions list 09).
A -t - u/A -t	Dania	Visit becoming an accountant
Actor/Actress	Basic	If a child is participating in the same production as an actor, this should not make the role exempt from the ROA. If an actor is directing a production primarily involving children then, an enhanced check may be necessary
Actuary	Standard	On entry into the profession only (DBS exceptions list 11)
Acupuncturist	Standard	A standard check will be necessary if you wish to register with the <u>British Acupuncture</u> <u>Council</u>
Agricultural labourer	Basic	Unlikely to carry out formal checks
Airport staff	Basic	Most airport roles will require you to hold an airside pass. A basic check will form part of the process. Visit the <u>Civil Aviation Authority</u> website for further information.
Ambulance service	Enhanced + barring	
Architect	Basic	
Army	Basic	A check may be necessary for some entry level positions. Further information at <u>Army</u> Recruitment
Baker	Basic	
Bank clerk	Basic	
Bank manager	Standard	Assuming that the position would be FCA approved. Read more at FCA – approach to adverse disclosure.
Bar staff	Basic	
Barrister	Standard	On entry into the profession only (DBS exceptions list 08). Visit the <u>Bar Council</u> .
Beauty therapist	Basic	Therapists carrying out special treatments, i.e. manicures, heat treatments etc will need to register with their local council. A basic check will form part of this process.
Blacksmith	Basic	
Bodyguard	Standard	Will require an SIA Licence prior to employment. Visit <u>Security Industry</u>
Book-keeper	Basic	
Bookseller	Basic	







Builder/Contractor	Basic	If you will be working on school premises with the possibility of unsupervised access to children, an enhanced check may be necessary
Bus/coach driver – not a school bus	Basic	For more information see <u>Becoming a lorry or bus driver.</u>
Bus/coach driver – school bus	Enhanced + barring	
Butcher	Basic	
Call centre worker	Basic	It may vary depending the nature of work
Careers advisor	Basic or Enhanced	Will be an enhanced check if working as an advisor with under 18's.
Carer	Enhanced + barring	
Chef	Basic	
Chef – in a school or care premises	Enhanced + barring	
Childminder	Enhanced + barring	DBS exceptions list 36. Visit <u>childminder</u> for further information
Chiropodist	Enhanced + barring	Roles are regulated by the <u>Health and Care</u> <u>Professions Council</u> (HCPC)
Chiropractor (registered)	Enhanced + barring	An enhanced check will be necessary if you are registered with the HCPC or <u>British</u> <u>Chiropractic Association</u> .
Civil engineer	Basic	
Civil servant	Basic	All civil servants are subject to Baseline Security Standard checks which require a basic check. Posts which require Security Clearance will be checked against the Police National Computer (PNC). Visit Working for the Civil Service.
Cleaner	Basic or Enhanced	If the job is based in a school, hospital etc an enhanced check will be required
Clerks and officers of Law Courts	Standard	DBS exceptions list 29
Construction manager	Basic	Depending on the site you will be working on (i.e. school), an enhanced check may be required
Council administrator	Basic	
Councillor	Basic	Although this is not on the DBS exceptions list, the current law states that you are not eligible to be a Councillor if you have been sentenced to prison for 3 months or more (including







		suspended sentences) during the five years
		prior to election day
Courier	Basic	
Crown Prosecution	Standard	DBS exceptions list 15. Some positions may
Service		also require Security Clearance which will be
Dentist/Hygienist/Auxiliary	Enhanced + barring	checked against the PNC Roles are regulated by the Health and Care
Dentisor lygieniso Auxiliar y	Lillianced - barring	Professions Council.
Detention centre	Enhanced	DBS exceptions list 18. Some positions may
(immigration) officer		also require Security Clearance where your
		records will be checked against the Police
Doctor	Enhanced + barring	National Computer  Doctors need to be registered with the General
Doctor	Lillianced - barring	Medical Council. For further information visit
		doctor
Doorman/Bouncer	Standard	Will require an SIA Licence prior to
- I		employment. Visit <u>Security Industry</u>
Draughtsman	Basic	
Driving instructor	Enhanced	You will be required to register with the ADI
		who will undertake the enhanced check. Visit becoming a driving instructor
Electrician	Basic	<u>becoming a univing instructor</u>
Engineering construction	Basic	
Engineering designer	Basic	
Estate agent	Basic	Visit the National Association of Estate Agents
		for further information.
Farmer	Basic	
FCA Approved Person	Standard	Visit <u>financial services sector</u> and <u>FCA –</u>
		approach to adverse disclosure.
Financial services: Banking		
Financial services:	Standard	
Building society		
Financial services: Credit	Standard	
management	Ctandard	
Financial services:	Standard	
Insurance		
Fire Service	Basic	Not on DBS exceptions list but <u>Fire Service</u>
		website states that 'If a person wants to apply for a position involving working with children, the
		sick, elderly or vulnerable, as firefighters do, you
		may be required to reveal all convictions both
		spent and unspent'







Fitness trainer/Instructor	Basic	An enhanced check may be necessary if you were training children
Football steward	Standard	DBS exceptions list 45
Forensic scientist	Enhanced	DBS exceptions list 17 - if employed to assist a Police Force
Forester/Tree surgeon	Basic	
Funeral director	Basic	
Game keeper	Basic	
Government legal services	Standard	For more information visit <u>Government legal</u> <u>services</u>
Grounds keeper	Basic	If working on school or college grounds, an enhanced check may be necessary
Hairdresser	Basic	
Home inspector for care homes	Enhanced	If employed by the <u>Care Quality Commission</u>
Hospitality	Basic	
Information technology	Basic	For further information visit <u>IT sector</u>
Insurance	Basic	If the person in the role is not required to be an FCA Approved Person.
Journalist	Basic	
Judicial appointment	Standard	DBS exceptions list 14. Some positions may also require Security Clearance where your records will be checked against the Police National Computer.
Justices executive/ clerk/assistant	Standard	DBS exceptions list 29
Landscape architect/ Gardener	Basic	
Lawyer/Solicitor	Standard	On entry into the profession only (DBS exceptions list 08). For further information visit Solicitors Regulation Authority
Legal executive	Standard	On entry into the profession only (DBS exceptions list 13). <u>Visit CILEX Regulation</u>
Librarian	Enhanced	Although not on the DBS exceptions list many librarians will be expected to be involved in unsupervised 'teaching, training or instruction of children' and so an enhanced check will be carried out
Licensed conveyancer	Standard	Visit the <u>Council for Licensed Conveyancers</u>
Lifeguard	Enhanced	For more information visit <u>Becoming a Life</u> <u>Guard</u>







Locksmith	Standard	DBS exceptions list 51. Only a requirement to be a member of the Master Locksmiths Association
Lorry driver	Basic	For more information see <u>Becoming a lorry or bus driver.</u>
Market stall trader	Basic	Many councils will ask that market stall traders have a licence to trade which would require a basic check
Martial arts instructor	Enhanced	If working on a regular basis with children
Mayor	Basic	See Councillor
Mechanic	Basic	
Medical practitioner	Enhanced + barring	Doctors need to be registered with the <u>General</u> <u>Medical Council</u> . For further information visit <u>doctor</u>
Member of Parliament	None	You are disqualified from being an MP if you have been found guilty and sentenced to more than 1 year in prison and are currently detailed as a result of that sentence. Visit MP for further information
Merchant Navy	Basic	For entry level posts
Milkman	Basic	
Miner	Basic	
Minister of Religion	Enhanced	The <u>Church of England</u> and other main stream religions make this clear in their recruitment policies.
Ministry of Defence	N/A	See Civil Service
Model (e.g. fashion)	Basic	
Mortgage advisor	Standard	Most mortgage advisors roles are FCA registered
Mountain rescue	Enhanced	All mountain rescue teams state this in their recruitment policies. Possibly because of the likelihood of having unsupervised access to children
Musician	Basic	Unless you are carrying out a specific role with children
National Trust executive	Basic	Some roles which require instructional work with children may require enhanced checks
NHS administration roles	Enhanced	
Nurse/Midwife	Enhanced + barring	For further information visit the Royal College of Nursing.
Oil/Gas extraction	Basic	
Optician - dispensing	Enhanced + barring	For further information visit the <u>General</u> <u>Optical Council</u> .







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Osteopath - registered	Enhanced + barring	For further information visit the General Osteopathic Council.
Painter/decorator	Basic	
Paralegal	Basic	For further information visit the <u>National</u> <u>Association of Licensed Paralegals</u> .
Personal assistant	Basic	
Personnel	Basic	
Pharmaceutical chemist	Enhanced	For further information visit the <u>General</u> <u>Pharmaceutical Council</u>
Photographer	Basic	
Physicist	Basic	Unless involved in security related work
Physiotherapist	Enhanced + barring	For further information visit the <u>Chartered</u> <u>Society of Physiotherapy</u>
Pilot	Basic	The Civil Aviation Authority say that certain aviation roles are subject to National Security Vetting. However, these roles are not published.
Plumber	Basic	
Podiatrist	Enhanced + barring	Roles are regulated by the <u>Health and Care</u> <u>Professions Council</u> (HCPC)
Police constables	Security vetting	Roles will require Security Clearance where your records will be checked against the Police National Computer
Postman/woman	Basic	
Printer	Basic	
Prison officer	Security vetting	Roles will require Security Clearance where your records will be checked against the Police National Computer
Prison visitors (IMB)	Security vetting	Roles will require Security Clearance where your records will be checked against the Police National Computer
Private investigator	Standard	Licensed by the SIA. DBS exceptions list 59
Probation officer	Enhanced	DBS exceptions list 20
Psychologist (chartered)	Enhanced + barring	Roles are regulated by the <u>Health and Care</u> <u>Professions Council</u> (HCPC). For further information visit the <u>British Psychological</u> <u>Society</u> .
Psychotherapist	Enhanced + barring	For further information visit the <u>British</u> <u>Association for Counselling and Psychotherapy</u>
Public house	Basic	
manager/licenced trade		
Publisher	Basic	
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Quarrying	Basic	
Radio broadcaster	Basic	
Railway worker	Basic	
Road safety officer	Enhanced + barring	Work will predominantly be 'teaching and instructing' children
Roofer	Basic	
Royal Air Force	Basic/Standard/Enhanced	Will be dependent on the role undertaken
Royal Navy	Basic	A check may be necessary for some entry level positions. Further information at Royal Navy
Royal Navy – Medical branch	Enhanced + barring	
RSPCA	Standard	Where a person is responsible for carrying out the humane killing of animals. DBS exceptions list 24
Sales representative	Basic	
Scaffolder	Basic	
School – non teaching	Enhanced	If you are likely to have unsupervised access to children
School Governor	Enhanced	See <u>Keeping children safe in education</u> guidance implemented in September 2016
Scrap metal dealer	Basic	All Councils require a licence for which a basic check is required. See scrap metal dealer
Secretary	Basic	
Security guard	Standard	Regulated by the SIA
Shop assistant	Basic	
Social worker	Enhanced + barring	Roles are regulated by the <u>Health and Care</u> <u>Professions Council</u> (HCPC)
Solicitor	Standard	On entry into the profession only (DBS exceptions list 08).
Sports referee/Umpire/Official	Enhanced + barring	If role will involve working with under 18's
Sportsman/woman	Basic	
Statistician	Basic	
Steeplejack	Basic	
Surgeon	Enhanced + barring	For further information visit the Royal College of Surgeons
Surveyor (Chartered)	Basic	
Taxi driver	Enhanced	DBS exceptions list 56. For further information see <u>Driving Licences for Taxi's and Private Hire Vehicles</u>







Taxidermist	Basic	
Teacher	Enhanced + barring	For further information visit Get Into Teaching
Teaching assistant	Enhanced + barring	
Telesales executive	Basic	
Television presenter	Basic	
Toilet attendant	Basic	
Trading standards officer	Basic	
Traffic warden	Standard	DBS exceptions list 19
Train driver	Basic	
Tram driver	Basic	
Travel agent	Basic	
Undertaker	Basic	
Veterinary surgeon	Standard	On entry into the profession only (DBS exceptions list 10).
Waiter/Waitress	Basic	If the role involves working in care premises then an enhanced check will be necessary
Welder/Fabricator	Basic	
Woodworker	Basic	
Youth worker	Enhanced + barring	
Zoo worker	Basic	







#### About this information

This information was last updated in June 2016. It may have since been amended or updated. Latest versions are available through visiting our self-help information site. Visit <a href="https://hub.unlock.org.uk/checks">hub.unlock.org.uk/checks</a>.

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- We're always updating our information and your feedback helps us when we're providing advice in the future to others in similar situations.
- If you've got a suggestion, found a broken link, or have a personal experience that would help to add a 'real-life' example to this information, please contact us.

## Question? Contact us

the Helpline - confidential peer advice on overcoming the effects of criminal convictions

Call: 01634 247350

Email: advice@unlock.org.uk

Other: For other ways to contact us, visit <a href="https://www.nlock.org.uk/contact">hub.unlock.org.uk/contact</a>

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