**Employment** **self-declaration and disclosure form**

All information will be treated as confidential and managed in accordance with relevant data protection legislation and guidance. You have a right of access to information held on you under the Data Protection Act 2018.

***We are committed to safeguarding and promoting the welfare of children and we expect all staff to share this commitment. This post is exempt from the Rehabilitation of Offenders Act 1974; pre-employment checks will be carried out, references will be sought and successful candidates will be subject to an enhanced DBS check and other relevant checks with statutory bodies.***

We comply with the Disclosure & Barring Service (DBS) code of practice and have a written policy on the recruitment of ex-offenders, both of which are available on request. As you have been shortlisted, you are required to declare any relevant convictions, adult cautions or other matters which may affect your suitability to work with children. As a result of amendments to the Rehabilitation of Offenders Act 1974 (exceptions order 1975) in 2013 and 2020, some minor offences are now protected (filtered) and should not be disclosed to potential employers, and employers cannot take these offences into account.

Please read the information [here](https://3bx16p38bchl32s0e12di03h-wpengine.netdna-ssl.com/wp-content/uploads/2020/11/Filterin-flowchart-twitter.png) before answering the following questions. If you are unsure whether you need to disclose criminal information, you should seek legal advice or you may wish to contact Nacro or Unlock for impartial advice. There is more information on filtering and protected offences on the Ministry of Justice website.

Nacro - <https://www.nacro.org.uk/criminal-record-support-service/> or email [helpline@nacro.org.uk](mailto:helpline@nacro.org.uk) or phone 0300 123 1999

Unlock – <http://hub.unlock.org.uk/contact/> phone 01634 247350 text 07824 113848

**NOTE:**

If the role you have applied for requires the completion of Criminal Records Checks, you will also be required to provide a valid DBS (Disclosure and Barring Service) certificate which will provide details of criminal convictions; this may also include a Barring List check depending on the nature of the role (see Criminal Records Check guidance about eligibility for DBS checks).

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| --- | --- | --- | --- |
| Applicant Name (including title and preferred name): | | |  |
| Position Applied For: | | |  |
| Do you have any convictions or adult cautions that are unspent? | | | YES / NO  *(if Yes, please provide further information below)* |
| Do you have any other cautions or convictions that would not be filtered? | | | YES / NO  *(if Yes, please provide further information below)* |
| Are you included on the DBS children’s barred list? | | | YES / NO  *(if Yes, please provide further information below)* |
| (Teaching posts only) Are you, or have you ever been, prohibited from teaching by the TRA or sanctioned by the GTCE? | | | Yes / No / Not applicable |
| \*Management posts in independent schools / academies only  Have you been prohibited from management of an independent school (s128)? Yes / No / Not applicable | | | YES / NO  *(if Yes, please provide further information below)* |
| Have you lived or worked outside the UK for 12 months or more (whether continuously or in total) in the last 10 years, while aged 18 or over? Yes / No | | | YES / NO  *(if Yes, please provide further information below)* |
| Are you subject to any sanctions relating to work with children in any country outside the UK? | | | YES / NO  *(if Yes, please provide further information below)* |
| \*Applicants for posts in early years or later years childcare (wrap around care) only  The Disqualification under the Childcare Act 2006 Regulations (2018) state that anyone employed to care for children in early years (children under the age of 5) or later years (wrap-around care for children under the age of 8) is disqualified from that work if they meet certain criteria. These criteria include (this is not an exhaustive list):   * Certain serious criminal offences * Court orders relating to the care of your own child * Being prohibited from private fostering   Do you have any reason to believe you are disqualified from working in childcare? | | | YES / NO  *(if Yes, please provide further information below)* |
| Confirmation of Declaration *(tick box below)* | | | |
|  | I agree that the information provided here may be processed in connection with recruitment purposes and I understand that an offer of employment may be withdrawn or dismissal may result if information is not disclosed by me and subsequently come to the organisation’s attention. | | |
|  | If successful, I agree to inform the organisation, of any investigations by any agency or organisation in relation to any concerns, criminal arrests, cautions, investigation, offences and/or convictions which may have taken place during or outside of the workplace. | | |
|  | I understand that the information contained on this form, the results of the DBS check and information supplied by third parties may be supplied by the organisation to other persons or organisations in circumstances where this is considered necessary. | | |
|  | I declare that all the information I have provided in this disclosure is full and correct at the time of application and that I have not omitted anything that could be relevant to the appointment of someone who will work with children. I understand that the recruitment panel may be made aware of any relevant information that I have disclosed in order to discuss the matter(s) with me as part of the recruitment process and that, if my application is successful, a risk assessment of the disclosed information will be held securely on my personnel file. I understand that the declaration of a criminal record will not necessarily prevent me from being offered this role. | | |
| **Applicant Signature:** | |  | |
| **Print name:** | |  | |
| **Date:** | |  | |

Please note that, if you are unsuccessful, this disclosure form will be securely destroyed 6 months from the date of interview.