

Congratulations on being shortlisted for interview.

Please complete, sign and return this form to the school **at least one day** prior to interview.
If we have not received this form in advance, we reserve the right to cancel the interview.

This form must be completed by all applicants where a police check (also known as a DBS check), is required as a condition of appointment. The information disclosed on this form **will not** be kept with your application form during the application process.

Policy statement on recruiting applicants with criminal records

This post is exempt from the Rehabilitation of Offenders Act 1974 which means that all shortlisted applicants are required to declare any simple cautions or convictions, which are not protected (not filtered) as set out in the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013).

For further information on filtering please refer to [NACRO guidance](#) and the [DBS website](#).

The school will not discriminate unfairly against any subject of a criminal record check based on a conviction or other information revealed through the DBS process. A person's criminal record will not automatically debar them from being appointed to a position within the school.

Where a criminal record is disclosed, it will be reviewed by the recruitment panel on an individual basis, taking into consideration the following:

- whether the conviction is relevant to the position applied for
- the seriousness of any offence revealed
- the age of the applicant at the time of the offence(s)
- the length of time since the offence(s) occurred
- whether the applicant has a pattern of offending behaviour
- the circumstances surrounding the offence(s), and the explanation(s) offered by the person concerned
- whether the applicant's circumstances have changed since the offending behaviour

Please note: Failure to disclose cautions, convictions, reprimands or final warnings which are not protected could result in the withdrawal of a conditional offer of employment, disciplinary proceedings or dismissal.

Additional Guidance Notes for Applicants:

Any information provided through this process will be treated in the strictest confidence and managed in compliance with the GDPR and associated Data Protection regulations.

If you are unsuccessful, this disclosure form will be securely destroyed, no later than 6 months after the date of your application.

Further advice and guidance on disclosing a criminal record can be obtained from [NACRO](#).

Applicant Details:			
Surname/ Family Name:		Initials:	
Application for the Post of:		Applicant ID: (e-recruitment)	
School Name:		Job Ref No:	

<i>Please enter 'X' in the field under the appropriate column header</i>	YES	NO
Do you have any simple cautions or convictions, which are not protected , as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013)?		
Do you have any simple cautions or convictions from a military court (i.e. Summary or Court Martial) which are not protected , as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013)?		
Have you ever been barred from working with children or been subject to disqualification under the Childcare Disqualification Regulations 2018*? (*relevant to those employed to work in reception classes, or in wraparound care for children up to the age of 8)		
In accordance with the requirements of The School Staffing (England) (Amendment) Regulations 2013, are you subject to a prohibition order or an interim prohibition order?		

Teaching Posts Only: Are you, or have you ever been, prohibited from teaching or sanctioned by the GTCE?		
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If you have answered YES to any of the above questions, please provide full details:

DECLARATIONS:

- I confirm that the information I have provided in this self-disclosure is full and correct at the time of application, and that I have not omitted anything that could be relevant to working with children.
- I understand that the recruitment panel may be made aware of any relevant information that may be discussed with me as part of the recruitment process and that, if my application is successful, a risk assessment of the disclosed information will be made and held securely on my personnel file.
- I understand that information provided by way of self-disclosure will be cross-referenced against a DBS certificate and with appropriate statutory bodies.
- I understand that the existence of a criminal record will not necessarily prevent me from being offered the post applied for.

Name: (please print)		Date:	
Signature of applicant:			

NB: you may complete, save and return this form electronically as an email attachment.
A hard copy of your completed form will be required to be signed, at school, in advance of your interview.