**Applicant’s Self-Declaration for Criminal Convictions Form - Schools**

**As an applicant it is an offence to apply for a role that involves engaging in regulated activity relevant to children, schools and colleges if you are barred from engaging in such activity.**

*We are committed to safeguarding and promoting the welfare of children, young people and families. 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 and successful candidates will be subject to an enhanced DBS and other relevant checks.*

Any offer of employment will be subject to these checks being carried out to ensure that you are not subject to a prohibition order or an interim prohibition order. An online search may also be completed in line with the Keeping Children Safe in Education (KCSIE) Guidance.

All posts involving direct contact with children are exempt from the Rehabilitation of Offenders Act 1974. Aamendments to the Act provide that when applying for certain jobs and activities, certain convictions and cautions are considered ‘protected’ meaning they do not need to be disclosed, and if they are, employers cannot take them into account.

Guidance about whether a conviction or caution should be disclosed can be found via: [*https://www.gov.uk/government/publications/dbs-filtering-guidance/dbs-filtering-guide*](https://www.gov.uk/government/publications/dbs-filtering-guidance/dbs-filtering-guide)*.*

Shortlisted candidates are asked to provide details of all convictions, cautions, reprimands or final warnings that are not “protected” **prior to the date of the interview** and may be asked for further information during the recruitment process. Please fully complete and return the form below.

If you are successfully appointed to the role, this information will be checked against information from the DBS before your appointment is confirmed. Please note that a conviction will not necessarily be a bar to obtaining employment - this will depend upon the nature of the offence(s) and when they occurred. All information will be kept confidential and managed in accordance with the Data Protection Act 2018. Failure to disclose any disclosable criminal convictions could lead to your application being rejected. If it is subsequently discovered, following appointment, that you have failed to disclose any disclosable criminal convictions, this will be determined as an act of gross misconduct and you may be summarily dismissed. A referral to the Police will be made where appropriate.

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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 under the Rehabilitation of Offenders Act 1974? | | | YES / NO |
| Do you have any other cautions or convictions that would not be filtered? | | | YES / NO |
| As this post is working in regulated activity with children, please state whether you are included on the DBS children’s barred list? | | | YES / NO |
| If you answered yes to either of the above questions, please set out the following details:   * Date of each conviction / pending hearing / reprimand / warning; * The offence; * The sentence; and * The Police Force / Court involved.   *Continue on a separate sheet if necessary.* | | | |
| **(Teaching posts only)**  Are you, or have you ever been, prohibited from teaching or been sanctioned by the TRA (formerly GTC)? | | | Yes / No / Not applicable |
| If yes, please provide details here | | | |
| **(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 details here | | | |
| 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 details here | | | |
| Are you subject to any sanctions relating to work with children in any country outside the UK? | | | YES / NO |
| If yes, please provide details here | | | |
| **(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 |
| **Confirmation of Declaration *(tick box below)*** | | | |
|  | I agree that the information provided may be processed for 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 matters 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. | | |
| **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.