**Self-Disclosure Form for Candidates**

**Declaration of Criminal Record and Other Relevant Information**

**Positions Exempt from the**

**Rehabilitation of Offenders Act 1974**

**Please complete and bring this form to your interview in a sealed envelope if you’re shortlisted for interview.**

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| **Print Name:** |  |
| **Position Applied For:** |  |

As part of our duty to safeguard pupils, and because of the nature of the duties you will be expected to undertake in your role for this post, you are required to undergo the relevant vetting and barring checks including requesting references, requesting ID documentation to verify your Right to Work in the UK; to prove your identify and current address; and to carry out a DBS check. Depending on the nature of the role, this could include checking criminal convictions and checking that you are not barred from working with children.

All information you provide will be treated as confidential and managed in accordance with relevant data protection legislation and guidance, and destroyed for unsuccessful candidates after six months in line with the Retention of Records Guidance and to comply with the Equal Opportunities Employment Act. Only the people directly responsible for recruitment will be informed of disclosed information on a need-to-know basis.

Only relevant convictions and other information will be taken into account so disclosure need not be a bar to obtaining the position you have applied for and any disclosure will be discussed with you before any final decision is taken in relation to your job application. You have a legal right to access any information held about you.

Please note that you are not required to disclose convictions or cautions that are ‘protected’ as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013).

**Self-Declaration**

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| **Previous Name(s):** Please include date(s) each name was used (MM/YY) |  | |
| **Addresses with postcode (last 5 years):**  Please include dates from and to (MM/YYYY) for each address. |  | |
| **Have you ever been known to any Children’s Services department or police as being a risk or potential risk to children?** | | **Yes / No** |
| If yes, please provide further information including dates: | | |
| **Have you been the subject of any investigation and/or sanction by any organisation or body due to concerns about your behavior towards children?** | | **Yes / No** |
| If yes, please provide further information including dates: | | |
| **Have you ever been the subject of disciplinary sanctions or been asked to leave employment or voluntary activity due to inappropriate behavior towards children?** | | **Yes / No** |
| If yes, please provide further information including dates: | | |
| **Do you have any unspent convictions or conditional cautions in the UK or overseas?** | | **Yes / No** |
| If yes, please provide further information including dates: | | |
| **Confirmation of declaration**  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 disciplinary action may be taken if information is not disclosed by me and subsequently come to the School’s attention.  In accordance with the School’s procedures if required I agree to provide a valid criminal record certificate and consent to the organization clarifying any information provided on the disclosure with the agencies providing it.  I agree to inform the School within 24 hours if I am subsequently investigated by any agency or organisation in relation to concerns about my behavior towards children or young people.  I understand that the information contained in this form, the results of the criminal record check and information supplied by third parties may be supplied by the School to other persons or organisations in circumstances where this is considered necessary to safeguard children.  **Signed:** …………………………………………………………………………….. **Date:** …………………………………………………………….  **Consent**  I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ give my consent to St Keyna Primary School to obtain, process and share all necessary information in respect of my application of employment under the Keeping Children Safe in Education advice and in line with the requirements of GDPR regulations.  **Signed:** …………………………………………………………………………….. **Date:** ……………………………………………………………. | | |