

 

**Criminal Record Declaration Form**

You are being asked to complete this form as you have been shortlisted for a post which is exempt from the Rehabilitation of Offenders Act.

School and colleges must create a culture of safe recruitment and adopt recruitment procedures that help deter, reject or identify people who might harm children. The selection panel will make decisions about your suitability based on an assessment of a range of factors and evidence, including the information provided below. It is important that applicants understand that failure to disclose information could result in withdrawal of an offer of employment, disciplinary proceedings or dismissal. Should you be offered employment with the school this will be subject to a satisfactory enhanced Disclosure and Barring Services check for work with children including a barred list check.

The Rehabilitation of Offenders Act Exceptions Order 1975 (as amended in 2013) provides that certain spent convictions and cautions are ‘protected’ and are not subject to disclosure to employers, and cannot be taken into account. Further information regarding filtering, including which offences will never be filtered, is available on the Gov.uk website:

<https://www.gov.uk/government/publications/dbs-filtering-guidance/dbs-filtering-guide>

Please complete the information request below and return the completed form to the Headteacher at the school prior to your interview.

Do you have any convictions, cautions, reprimands or final warnings which are not ‘protected’ as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013)?

Yes [ ]  No [ ]

If you have answered **yes**, you now have **two** options on how to disclose your criminal record.

**Option 1:** Please provide details of your criminal record in the space below.

Continued over / …..

**Option 2**: You can disclose your record under a separate cover provided that you tick the box below and attach the details in an envelope stapled to this form. The envelope should be marked **CONFIDENTIAL** and state your name and the details of the post.

I have attached details of my conviction(s) separately [ ]  (Please tick if appropriate)

**DECLARATION**

I declare that the information provided on this form is complete and correct. I consent to the information provided on this form being shared, on a confidential basis, with members of the selection panel for the purposes of assessing my suitability for this role and to work with children.

|  |  |  |  |
| --- | --- | --- | --- |
| Signature: |  | Date: |  |
| Print Name:  |  |
| Post applied for:  | General Teaching Assistant |

Further information about how the school uses, processes and stores criminal conviction information is available in our DBS Policy and Recruitment of Ex-offenders Policy which are available from the school on request.