|  |
| --- |
| **References, Criminal Records Disclosure and Monitoring Information Form** |

|  |
| --- |
| **Data Protection Act**: This information is being collected for the purposes of the recruitment and selection procedures. When you complete this document you are providing your consent for the employer to hold and use personal information for these purposes. The information you provide may also be disclosed to relevant statutory bodies for their purposes. If you have a query or concern regarding this, please contact [ddatadmin@derby.anglican.org](mailto:ddatadmin@derby.anglican.org) in the first instance. \*see additional information on main application form\* |

|  |
| --- |
| **Criminal Background Disclosure**: The nature of this post means that it is exempt from the Rehabilitation of Offenders Act (1974) and requires that all convictions (including spent convictions) be declared. A conviction is not necessarily a bar to employment. However, should you fail to disclose a criminal conviction prior to appointment; this could result in disciplinary actions including dismissal. All offers of employment with the school are subject to a satisfactory DBS check. A Barred List check will also be undertaken if you will be engaging in ‘regulated activity’. More information is available on the [DBS website](https://www.gov.uk/government/organisations/disclosure-and-barring-service). Car parking or speeding offences may be disregarded. |

**Candidate Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Post applied for: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**References:**

|  |  |
| --- | --- |
| If you are currently working in a school, one of your references should be from the Chair of Governors and/or Headteacher at your school. If not currently working in a school, please give referee details from your most recent employment. References from relatives or people writing solely as friends will not be acceptable. **References will be contacted during the shortlisting process unless you give your express instruction not to do so.** | |
| **First reference  (current or most recent employer)** | **Second Reference** |
| **Name:** | **Name:** |
| **Job Title:** | **Job Title:** |
| **Organisation Name:** | **Organisation Name:** |
| **Address:** | **Address:** |
| **Email:** | **Email:** |
| **Tel. No. (Pref Mobile):** | **Tel. No. (Pref Mobile):** |
| **Contact (Yes/No):** | **Contact (Yes/No):** |

**Criminal Record Disclosure**

|  |
| --- |
| An offer of employment is conditional upon the Trust receiving an Enhanced Disclosure from the DBS which the Trust considers to be satisfactory. If you are successful in your application you will be required to complete a Disclosure and Barring Service Disclosure Application Form. Any information disclosed will be handled in accordance with the Code of Practice published by the Disclosure and Barring Service (a copy of which is available from the Trust on request).  The Trust is exempt from the Rehabilitation of Offenders Act 1974 and therefore all convictions, cautions, reprimands and final warnings (including those which would normally be considered "spent" under the Act) must be declared. If you have a criminal record this will not automatically debar you from employment. Instead, each case will be assessed fairly by reference to the Trust's objective assessment procedure (a copy of which is available from the Trust on request).  Have you been convicted by the courts of any criminal offence? Yes  No   Is there any relevant court action pending against you? Yes  No   Have you ever received a caution, reprimand or final warning from the police? Yes  No   **If 'YES' to any of the above, please provide details, including dates and penalties, on a separate sheet and send this in a sealed envelope marked "confidential" with your Application Form.**  Please give address details for **all** residences during the past 5 years, including those outside of the UK:  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

**Family or close relationships to employer or Governor**

|  |
| --- |
| You are required to declare any family or close relationship to any existing employee of the Trust: |
|  |

**Declaration**

|  |  |  |  |
| --- | --- | --- | --- |
| The information contained in this form is true and accurate. If after appointment, the application is found to be misleading or inaccurate, I understand that this may lead to disciplinary action and could result in dismissal. I consent to the use of this personal data for recruitment and selection purposes. | | | |
| **Signed:** |  | **Date**: |  |

**This page is not mandatory, but will help the Trust   
monitor its obligations under the Equality Act 2010**

This form will be kept separate from the application upon receipt and will play no part in the recruitment process.

**Ethnicity**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Please state what you consider your ethnic origin to be. Ethnicity is distinct from nationality and the categories below are based on the Census in alphabetical order. | | | | | | | |
| **Asian** | | | **Black** | | | **Chinese or other ethnic group** | |
| Indian |  | | Caribbean | |  | Chinese |  |
| Pakistani |  | |  | | |  | |
| Bangladeshi |  | | African | |  |
| Any other  Asian background  (please specify) |  | | Any other Black background  (please specify) | |  | Any other  ethnic group (please specify) |  |
|  | | | | | | | |
| **Mixed** | | | **White** | | |  | |
|  | | | English | |  |
| White and Black Caribbean |  | | Irish | |  |
| White and Black African |  | | Scottish | |  |
| White and Asian |  | | Welsh | |  |
| Any other mixed background  (please specify) |  | | Any other White background  (please specify) | |  |
|  | | | | | | **Rather not say** |  |
| **Age** | 24 & Under | 25-34 | | 35-49  50-57  58-64  65+  Prefer not to say | | | |

**Disability**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| The Equality Act (2010) defines a person as disabled if they have a physical or mental impairment which has a substantial and long-term (i.e. has lasted or is expected to last at least 12 months) adverse effect on one’s ability to carry out normal day-to-day activities. This definition includes such conditions as cancer, HIV, mental illness and learning disabilities. Do you consider yourself to have a disability according to the above definition? | | | | | |
| Yes |  | No |  | Rather not say |  |

**Gender**

|  |  |  |  |
| --- | --- | --- | --- |
| Male |  | Transgender F to M |  |
| Female |  | Transgender M to F |  |
|  | | Rather not say |  |

**Faith**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Which religion do you most identify with? | | | | | | |
| No religion |  | | Baha’i |  | Buddhist |  |
| Christian |  | | Hindu |  | Jain |  |
| Jewish |  | | Muslim |  | Sikh |  |
| Other (please specify) | |  | | | Rather not say |  |

**Sexual orientation**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| How would you describe your sexual orientation? | | | | | |
| Bisexual |  | Gay man |  | Heterosexual |  |
| Lesbian |  |  | | Rather not say |  |

*This Trust is committed to safeguarding and promoting the wellbeing of all children,   
and expects our staff and volunteers to share this commitment.*