

**Overseas Declaration**

**Pre-employment check for all staff, governors and volunteers**

**Have you been out of the country during the last 5 years for 3 consecutive months or more?**

**Yes:☐**

**If yes** It is your responsibility to provide us with a Certificate of Good Conduct. This can be obtained from the Embassy of the country you have visited / lived in and guidance on applying for a certificate can be found on the [.gov](https://www.gov.uk/government/publications/criminal-records-checks-for-overseas-applicants) website.

**No:☐**

***For teaching positions only:***

**Have you ever been employed as a teacher outside of the UK?**

**Yes:☐**

**If yes** you will need to provide a letter from a ‘professional regulating authority’ (after September 2021) and also a ‘certificate of good conduct’ from the police authority of that country. Other checks will be made and as much information as possible will be sought, for example, from previous employers, online google searches, contract of employment, wage slips, stamps in passports.

**No:☐**

Signed: ……………………………………………….……………………………………………….………………………………….

Print name: …………………………………………………………………………………………………………………….……….

Date: ………………………..……………………………………………….……………………………………………….……………