For completion by the shortlisted candidate. Please return your completed form to admin@omnialearningtrust.org

PRIVATE AND CONFIDENTIAL

|  |  |
| --- | --- |
| Name of candidate |  |
| Previous names |  |
| Address and Postcode |  |
| Telephone/mobile number |  |
| Date of birth |  |
| Gender | Male/ female |
| Identification – for completion by the office manager at interview stage |
|  | I confirm that I have seen identification documents relating to this person, and I confirm to the best of my ability that these are accurate.  |
| 1. UK passport with details of issuing office OR non UK passport with work permit/visa
 |  |
| 1. UK photocard driving licence and paper counterpart
 |  |
| 1. Proof of national insurance number or current work permit number
 |  |
| 1. Proof of home address and postcode
 |  |
| Signature of authorised employing office |  |
| Print name |  |
| Date |  |

**PART 2**

For completion by the candidate named in Part 1

The role you have applied for involves frequent or regular contact with or responsibility for children, and you will be required to provide a valid DBS (Disclosure and Barring Service) Certificate, which will provide details of criminal convictions. This will also include a barred list check.

All information will be treated as confidential and managed in accordance with relevant data protection legislation and guidance. You have a right of access to information held on you under the Data Protection Act 1998 and UK GDPR legislation.

|  |  |
| --- | --- |
| Have you ever been known to any children’s services department or to the police as being a potential risk to children? | Yes No |
| If yes, please provide further information |
| Have you been the subject of any disciplinary investigation and/or sanction by any organisation due to concerns about your behaviour towards children? | Yes no |
| If yes, please provide further information |
| Do you have ANY convictions, cautions, reprimands or final warnings that are not ‘protected’ as defined by the Rehabilitation of Offenders Act 194 (Exceptions) Order 1975 (Amended) 2013? | Yes no |
| If yes, please provide further information |
| As per KCSIE 2023 guidance, the Trust will instruct “Verifile” to carry out an online social media search (to help identify any incidents or issues that have happened or are publicly available online) for all successful candidates as part of its due diligence and Safer Recruitment procedure. Please disclose in the box below anything that may show up on your social media footprint that could bring your character in to disrepute.Should you not declare anything of relevance and this is subsequently revealed, this may place your employment in jeopardy. Any information given will be treated in the strictest confidence and with due regard to data protection legislation. |
|  |
| **Confirmation of declaration** |  |
| I agree that the information provided here 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 organisation’s attention.  |  |
| In accordance with the organisation’s procedures if required I agree to provide a valid DBS certificate and consent to the organisation clarifying any information provided on the disclosure with the agencies providing it. |  |
| I agree to inform the organisation within 24 hours if I am subsequently investigated by any agency or organisation in relation to concerns about my behaviour towards children or young people. |  |
| 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 to safeguard children.  |  |
| Signature of candidate |
| Print name  | date |

|  |
| --- |
| This free school is under a duty to protect the public funds it administers, and to this end may use the information you have provided in your application within the Trust for the prevention and detection of fraud. It may also share this information with other bodies administering public funds solely for these purposes. I declare that the information on my form and any additional documentation is correct and agree that they form part of the basis of my engagement and may be used for registered purposes under the Data Protection Act 1998. I authorise the Omnia Learning Trust to check the information supplied. I understand that providing misleading or false information/qualifications will disqualify me from appointment or if appointed may lead to dismissal. |

|  |
| --- |
| This data may be held in accordance with the Trust’s data retention schedule and the Trust are the controllers of the data. |

Please return your completed form to admin@omnialearningtrust.org