Private and Confidential

Criminal Convictions Disclosure Form

Please read the information below before completing the form. The completed form must be brought to your interview for the post of (job) _____ on (date)_____and given to us in a sealed envelope.

It is the School's policy to require all applicants for employment to disclose convictions or cautions (excluding youth cautions, reprimands or warnings) that are not 'protected' as defined by the Ministry of Justice.

In addition, the job you are applying for is exempt from the provisions of the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013 and 2020) which requires you to disclose all spent convictions and cautions except those which are 'protected' under Police Act 1997 – Part V and the amendments to the Exceptions Order 1975 (2013 and 2020) and are not subject to disclosure to employers on DBS certificates and cannot be taken into account.

If you are invited to interview you will be required to complete a "Disclosure of Criminal Record" form and bring the completed form to interview.

The information you give will be treated as strictly confidential. Disclosure of a conviction, caution, warning or reprimand will not automatically disqualify you from consideration. Any offence will only be taken into consideration if it is one which would make you unsuitable for the type of work you are applying for. However, offences relating to children are likely to make you unsuitable since this is a 'regulated position' under the Criminal Justice & Courts Services Act 2000. The school's policy on the recruitment of ex-offenders is available on request.

Failure to disclose any relevant offences or give false information will disqualify any offer of employment or result in summary dismissal if you are in post, with possible referral to the police. Confirmation of appointment is subject to a satisfactory Enhanced DBS Certificate.

Please read the information here before answering the following questions. If you are unsure whether you need to disclose criminal information, you should seek legal advice or you may wish to contact Nacro or Unlock for impartial advice. There is more information on filtering and protected offences on the Ministry of Justice website.

Nacro – https://www.nacro.org.uk/criminal-record-support-service/ or email helpline@nacro.org.uk or phone 0300 123 1999

Unlock – http://hub.unlock.org.uk/contact/ phone 01634 247350 text 07824 113848

Do you have any unspent conditional cautions or convictions under the Rehabilitation of Offenders Act 1974?
Yes/No

Do you have any adult cautions (simple or conditional) or spent convictions that are not protected as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (Amendment) (England and Wales) Order 2020?
Yes/No

*Only ask if you are recruiting to a post working in regulated activity with children

Are you included on the DBS children's barred list?
Yes/No

Are you known to the police and children's social care?
Yes/No

Is there any relevant overseas information about you that may impact your suitability to work with children?
Yes/No

Please complete this table entering "none" if applicable. Continue overleaf if necessary.

Offence	Date	Court	Sentence/Penalty

Pending Prosecutions

Please complete this table entering "none" if applicable. Continue overleaf if necessary.

Alleged Offence	Appearance Date	Court

Disqualification

It is a legal requirement for Schools and Academies to ensure that the individuals they employ are not disqualified from working with children who have not yet reached the age of 8. This applies to those working in Early and Later Years settings or where their employment will involve provision for children under the age of 8. By signing this form you confirm that you are not disqualified from working in the specified settings. If you are appointed you will be required to immediately inform the Headteacher if you become disqualified.

Signature:		Full Name (in capitals):		Date:	

Prohibition from Teaching (if teaching post)

I confirm that I am/am not (delete as appropriate) subject to a Prohibition Order or Interim Prohibition Order in line with the School Staffing (England) (Amendment) Regulations 2013.

Signature:		Full Name (in capitals):		Date:	

Section 128 (if a management position e.g. Headteacher, teaching positions of the Senior Leadership team, or any teaching positions which carry a department headship.)

I can confirm that I am/am not (delete as appropriate) prohibited or restricted from participating in the management of Schools in line with under s.128 of the Education and Skills Act 2008.

Signature:		Full Name (in capitals):		Date:	

I certify that I have read and understood this form and to the best of my knowledge the information I have entered is true and complete. I understand that if I have failed to disclose or given false information then it will disqualify any offer of employment, or result in summary dismissal if I am in the post, with possible referral to the police.

Signature:		Full Name (in capitals):		Date:	

If you are appointed, this form will be retained on your personnel file for the duration of your employment. If you are not appointed this form will be securely destroyed after six months.