Self-Disclosure form

Congratulations on being shortlisted. Please complete and return this disclosure form to the school **at least one day prior to interview**.

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| --- | --- |
| POST APPLIED FOR: | Date: |

|  |  |
| --- | --- |
| Surname: | Previous name(s) (if any): |
| Forename(s):  | Preferred title:  | Date of birth |
| National Insurance No: | Teacher Ref. No (if applicable): | Date of recognition as qualified teacher, QTS (if applicable): |

We are committed to safeguarding and promoting the welfare of children and we expect all staff to share this commitment. As you have been shortlisted, you are required to declare any relevant convictions, court orders, reprimands, warnings, or other matters which may affect your suitability to work with children.

As the role you have applied for involves contact with children you will also be required to undergo the relevant vetting and barring checks. Depending on the nature of the role, this could include checking criminal convictions and checking that you are not barred from working with children.

All information you provide will be treated as confidential and managed in accordance with relevant data protection legislation and guidance.

As a result of amendments to the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013 and 2020), some minor offences are now protected and should not be disclosed to potential employers, and employers cannot take these offences into account. Please read the information [here](http://hub.unlock.org.uk/wp-content/uploads/What-will-be-filtered-by-the-DBS.pdf) before answering the following questions. More information about filtering and protected offences can also be found on the Ministry of Justice website.

|  |  |
| --- | --- |
| Have you ever been known to any Children’s Services department or Police as being a risk or potential risk to children? | Yes □ No □ |
| If yes, please provide further information: |
| Do you have any unspent convictions or conditional cautions? | Yes □ No □ |
| If yes please provide further information: |
| Do you have any spent adult cautions (simple or conditional) or convictions that are not ‘protected’ as defined by either?* The Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 as amended in England, Scotland and Wales
* Or the Rehabilitation of Offenders (Northern Ireland) Order 1978 as amended in Northern Ireland?
 | Yes □ No □ |
| If yes, please provide further information: |
| Have you been the subject of any investigation and/or sanction by a professional body due to concerns about your behaviour towards children? | Yes □ No □ |
| If yes, please provide further information: |
| Do you have any overseas convictions? | Yes □ No □ |
| If yes, please provide further information: |
| Are you included on the DBS Children’s Barred list? | Yes □ No □ |
| If yes, please provide further information: |
| **Confirmation of declaration** (tick box below) |
| □ | I agree that all the information I have provided in this disclosure is full and correct at the time of application and that I have not omitted anything that could be relevant to the appointment of someone who will work with children.  |
| □ | I agree that the information provided here may 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 comes to the organisation’s attention. |
| **Signature of candidate:** |  |
| **Print name:** |  |
| **Date:** |  |

Please return your completed declaration in a sealed envelope to the Headteacher marked Private and Confidential.