

**Confidential**

**Declaration of Criminal Record and Other Relevant Information**

**Positions Exempt from the Rehabilitation of Offenders Act 1974**

As stated on the application form, because of the nature of the duties the post holder will be expected to undertake, you are required to disclose details of any criminal record. The position you have applied for is exempt from the Rehabilitation of Offenders Act 1974, which means that all convictions, cautions, reprimands and final warnings on your record need to be disclosed.

Only relevant convictions and other information will be taken into account so disclosure need not be a bar to obtaining the position for which you have applied. If you declare your criminal record and / or other information and we believe this to have a bearing on the requirements of the post, we shall arrange to discuss the matter with you before any final recruitment decision is taken in relation to your job application. If we do not raise the matter with you it is because it is considered that your disclosure has no bearing on the requirements for the post.

Applicants should be assured that the information they give will be kept securely and in accordance with the requirements of the Data Protection Act (i.e. once no longer required, your Self-Disclosure form will be confidentially destroyed). Only the people directly responsible for recruitment will be informed of disclosed information on a need-to-know basis.

If you have any concerns or queries about filling in this declaration please contact the Principal.

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1. Have you been arrested, cautioned, convicted, or reprimanded since completing your last enhanced DBS Disclosure check? Please include any instances which occurred overseas.

Yes / No (please delete as applicable)

If yes, please give details.

1. Are you aware of any police enquiries undertaken following allegations made against you, which may have a bearing on your suitability for this post? Please include any instances which occurred overseas.

Yes / No (please delete as applicable)

If yes, please give details.

1. Is your name included on the ‘Disclosure and Barring Service (DBS) Children’s Barred List’ and/or ‘DBS Vulnerable Adults List’, or the equivalent Welsh, Northern Irish or Scottish Lists as someone unsuitable to work with children?

Yes / No (please delete as applicable)

If yes, please give details.

4. Have you received any convictions, cautions, court orders relating to the care of children, reprimands or warnings or other grounds for disqualification from the appointment under the Childcare (Disqualification) Regulations 2009?

NB – disqualification is not the same as being barred by the DBS and includes: -

• Being cautioned for or convicted of certain violent and sexual criminal offences against children and adults.

• Grounds relating to the care of children (including where an order is made in respect of a child under the person’s care).

• Having registration refused or cancelled in relation to childcare or children’s homes or being disqualified from private fostering;

Yes / No (please delete as applicable)

If yes, please give details

5. Have you spent more than 3 consecutive months overseas within the last 10 years? If so, please set out the dates, the reason and whether you were subject to any Police or Authority investigation in the countries you visited.

I certify that the information given by me on this self-disclosure form is true to the best of my knowledge and I understand that if I am appointed and such information is subsequently found to be materially incorrect, my employer will be entitled to terminate my employment without notice.

Name (please print clearly):

Signed:

Dated:

Please return your completed declaration in a sealed envelope to HR marked “Private and Confidential.”