Criminal Record Self-Declaration Form

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| --- | --- |
| Full name: | Post applied for: |

Please read the information below before completing the form. The completed form must be brought to your interview and given to us in a sealed envelope, with your name and the post you have applied for on it.

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](https://www.gov.uk/government/publications/new-guidance-on-the-rehabilitation-of-offenders-act-1974). More information can be found here:

<https://www.gov.uk/government/publications/new-guidance-on-the-rehabilitation-of-offenders-act-1974>

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.

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 check with the Disclosure and Barring Service (DBS).

If you are appointed, this form will be retained on your personnel file for the duration of your employment and the post-employment file retention period. If you are not appointed, this form will be securely destroyed after six months, with the rest of your application data. More details can be found in the Trust’s privacy notices.

## **Spent and Unspent Convictions, Cautions, Warnings and Reprimands except those ‘protected’**

|  |  |  |  |
| --- | --- | --- | --- |
| Offence | Date | Court (e.g. Crown/Magistrates) | Sentence/Penalty |
|  |  |  |  |
|  |  |  |  |

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

## **Pending Prosecutions**

|  |  |  |
| --- | --- | --- |
| Alleged Offence | Appearance Date | Court |
|  |  |  |

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

## **Disqualification under the Childcare Act 2006 (For posts in Early Years or wraparound provision for children under 8 years)**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Signature: |  | Full Name  (in capitals): |  | Date: |  |

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.

## **Prohibition from Teaching (if post involves teaching work)**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Signature: |  | Full Name  (in capitals): |  | Date: |  |

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.

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.)

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Signature: |  | Full Name  (in capitals): |  | Date: |  |

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 the termination of my employment, with possible referral to the police.