

PART A: APPLICANT / VOLUNTEER DECLARATION

To be completed and returned by all applicants for posts in schools (including voluntary work) – Please refer to guidance notes on reverse

Post:

School.:

Please answer the following questions:

- 1. Have you ever been convicted by the courts or cautioned, reprimanded or given a final warning by the police? Please give details of offences, penalties and dates below.** (Note that the post you have applied for is exempted under the Rehabilitation of Offenders Act (Exceptions Order) 1974, which means that all convictions, cautions, reprimands and final warnings on your criminal record need to be disclosed).

Arrangements were introduced on 29th May 2013 to filter out certain old and minor convictions and cautions for criminal records certificates and enhanced criminal record certificates issued by the Disclosure and Barring Service (DBS). These arrangements are set out in The Police Act 1997 (Criminal Record Certificates: Relevant Matters) (Amendment) (England and Wales) Order 2013 ("the Order"). Please refer to this document if you are in any doubt on what convictions to disclose.

Please ✓ as appropriate

Yes

☐

No

☐

Details of any cautions, reprimands, final warnings, offences, penalties and allegations with dates

Date	Details

- 2. 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 ✓ as appropriate

Yes

☐

No

☐

Please give details:

3. Please sign the following declaration and return this form to the Headteacher who will send a copy to HR

I confirm that the information I have given on this form is correct and complete and that any offer of employment made to me will be subject to a further check with the Disclosure and Barring Service.

Signed:

Date:

Name (Block Capitals):

4. HEADTEACHER DECLARATION - Based on the information given overleaf, I approve / reject the applicant. However I understand that if I approve the applicant and the DBS check highlights any additional convictions then the applicant's appointment will be subject to an adequate risk assessment and investigation of the circumstances / discussion with HR.

Please ✓ as appropriate

Approve
applicant

☐

Reject
applicant

☐

Please print your name and sign and date the declaration. Please return to HR Support services along with a DBS request if you wish to proceed with the appointment and have approved the applicant

NAME:

SIGNED:

DATE:

Disclosure of Criminal Background of those with access to Children or Vulnerable Adults (The Rehabilitation of Offenders Act 1974) (Exception) (Amendment) Orders 1975 and 2001

1. This post is exempt from the provision of Section 4(2) of the Rehabilitation of Offenders Act 1974 by virtue of the Rehabilitation of Offenders Act 1974 (Exceptions) (Amendment) Orders 1975 and 2001. Owing to the nature of the work, you are advised that if offered the post for which you are now making an application, the offer will be subject to the School being satisfied as to your suitability following a check on any records of convictions, bindovers or cautions by the Disclosure and Barring Service (DBS). A criminal record will not necessarily be a bar to obtaining a position, but will be considered by the school in accordance with its policy on the Employment of Ex-offenders.

Arrangements were introduced on 29th May 2013 to filter out certain old and minor convictions and cautions for criminal records certificates and enhanced criminal records certificates issued by the Disclosure and Barring Service (DBS).

These arrangements are set out in The Police Act 1997 (Criminal Record Certificates: Relevant Matters) (Amendment) (England and Wales) Order 2013 ("the Order"). Please refer to this document if you are in any doubt on what convictions to disclose.

2. You have been asked to complete this form showing whether you have had any court convictions / bindovers / cautions. Your confirmation of attendance for interview will indicate acceptance that you will complete this form and, if necessary, will be willing to discuss any such offences at interview. Applicants should, therefore, be prepared to disclose all convictions, bindovers or cautions, no matter how long ago they happened. Convictions otherwise considered to be spent under the terms of the Rehabilitation of Offenders Act must be declared.
3. You should also be aware that the letter addressed to referees named in your application form (or others) will ask for disclosure of any convictions/bindovers/cautions which they consider relevant to your suitability for employment.
4. Your application will not be further considered without completing this form. Failure to complete the form will constitute withdrawal prior to interview and remove any entitlement to expenses for attendance at interview.
5. You will also be asked for verification of your identity. Please note that it is your responsibility to provide this verification and no reimbursement of any expense will be made. Without such verification the form will not be processed (nor will you be cleared to work in the post for which you have applied). Please ensure that you complete the form in **black ink**.