**Self-declaration disclosure form for shortlisted applicants**

Shortlisted candidates are to complete a self-declaration of their criminal record or information that would make them unsuitable to work with children. Self-declaration is subject to Ministry of Justice guidance on the disclosure of criminal records, further information can be found on GOV.UK

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| **Private and confidential**  All information will be treated as confidential and managed in accordance with relevant data protection legislation and guidance. You have a right of access to information held on you under the Data Protection Act 2018. |

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| **Applicant Information** | |
| Name |  |
| Address |  |
| Contact number(s) |  |
| Date of birth |  |
| **Note:** As the position you have applied for involves work with children and young people it is not covered by the provisions in the Rehabilitation of Offenders Act 1974. When answering questions, you must declare criminal convictions and/or cautions that are not ‘protected’ under the Exceptions Order (as amended). This includes UK, overseas and armed forces convictions, cautions and relevant service discipline convictions where it would be considered an equivalent offence in England and Wales. | | |

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| **Declaration of individual** | | |
| 1. Do you have any unspent conditional cautions or convictions under the Rehabilitation of Offenders Act 1974? | No  🞎 | Yes – please provide further information  🞎 |
| 1. 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? | No  🞎 | Yes – please provide further information  🞎 |
| 1. Have you been formally charged with any other offence in any country which has not yet been disposed of? | No  🞎 | Yes – please provide further information  🞎 |
| 1. Are you currently subject to any criminal investigations or pending prosecutions by the police in any country which may have a bearing on your suitability for this position? | No  🞎 | Yes – please provide further information  🞎 |
| 1. Have you ever been known to any Children’s Services departments or the police as being a risk or potential risk to children? | No  🞎 | Yes – please provide further information  🞎 |
| 1. Have you been the subject of any formal action, disciplinary investigation and/or sanction by any organisation due to concerns about your behaviour towards children? | No  🞎 | Yes – please provide further information  🞎 |
| 1. Have you ever been dismissed for misconduct from any employment, volunteering, or other position previously held by you, in circumstances which may have bearing on your suitability for this position? | No  🞎 | Yes – please provide further information  🞎 |
| 1. Are you currently subject to any fitness to practise investigations or proceedings by a regulatory, governing, or licensing body in any country, which may have bearing on your suitability for this position? | No  🞎 | Yes – please provide further information  🞎 |
| 1. If applying to work in a pre-school setting have you been disqualified from working in that setting? | No  🞎 | Yes – please provide further information  🞎 |
| **For Academies only** |  |  |
| 1. If applying to work in an Academy /free school, are you prohibited from taking part in the management of an Academy/free school? | No  🞎 | Yes – please provide further information  🞎 |

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| **Confirmation of declaration** | | |
| Please tick the boxes below and then sign this form. | | |
| 🞎 | 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 dismissal may result if information is not disclosed by me and subsequently comes to the school’s attention. | |
| 🞎 | I understand that if I am offered a role within the school any offer will be subject to an Enhanced DBS disclosure. I understand that the information contained on this form, the results of the DBS check and information supplied by third parties may be supplied by the organisation to other persons or organisations in circumstances where this is considered necessary to safeguard other children. | |
| Signature | |  |
| Print name | |  |
| Date | |  |