

## Disclosure form

If you have been shortlisted and invited to an interview, please complete all sections of this disclosure form, sign it and return it to the school.

### Safer Recruitment & Employment Policy Statement

**The school is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all employees and volunteers to share this commitment.**

Whilst the School supports the rehabilitation of ex-offenders it is committed in the recruitment of all employees to ensure safer recruitment to posts which involve working with children, vulnerable adults and/or to other positions of trust. Therefore, certain posts due to the nature of the work being undertaken are subject to a Disclosure and Barring Service Check (DBS):

- If the post is subject to a DBS check this will be stated in the job advertisement; to ensure that you declare relevant information, please read the School's Safeguarding & Safer Recruitment Policy (which is included in the Recruitment Pack).
- All candidates who are successful at interview for one of these posts must undertake a DBS check before the appointment can be confirmed. Please note you will be required to verify your identity by producing original documents at interview. We will process the application and pay the charge to the Disclosure and Barring Service.

The amendments to the Exceptions Order 1975 (2013 and 2020) provide that certain spent convictions and cautions are 'protected' and are not subject to disclosure to employers and cannot be taken into account. Guidance and criteria on the filtering of these cautions and convictions can be found on the Ministry of Justice website and candidates are directed to NACRO and UNLOCK.

Applicants should be aware that having a conviction or a record of some type of unacceptable behaviour **would not** necessarily bar you from employment, as any decision to employ will be considered on the individual circumstances of each case. The school will consider **ALL** applications on their merits, only taking into account convictions considered to be relevant to the job applied for.

Personal details	Title:		Full name:	
<b>Declaration of criminal offences</b>				
Have you ever committed any criminal offences in any country in line with the law as applicable in England and Wales, not the law in their country of origin or where you were convicted?			<input type="checkbox"/> Yes (Give details below)	<input type="checkbox"/> No
<b>Offence</b>			<b>Date</b>	<b>Outcome</b>

Are you included on the children's barred list?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Are you prohibited from teaching? <i>Please only respond to this if you are applying for a role involving teaching work.</i>	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Are you known to the Police?	<input type="checkbox"/> Yes (Give details in the box below)	<input type="checkbox"/> No
Are you known to the Local Authority Children's Social Care Services?	<input type="checkbox"/> Yes (Give details in the box below)	<input type="checkbox"/> No
Please give any additional details here:		
<p><b>Please note that it is an offence to apply for this role if you are barred from engaging in regulated activity relevant to children.</b></p>		
Signed:		Date: