

Self-declaration form

This form is to be completed by all short-listed candidates and is your opportunity to share any relevant information of any criminal record or information that would make you unsuitable to work with children to allow this to be discussed and considered at interview, before a DBS certificate is received.

Name	
Date of birth	
Position applied for:	

The amendments to the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013 and 2020) provides that when applying for certain jobs and activities, certain convictions and cautions are considered 'protected'. This means that they do not need to be disclosed to employers, and if they are disclosed, employers cannot take them into account.

Do you have any convictions or cautions (excluding youth cautions, reprimands or warnings) that are not 'protected' as defined by the [Ministry of Justice](#)? If you do have any convictions; before signing this declaration form, you must check the [filtering rules](#) to determine if you should declare them or if they are now 'protected' and no longer require disclosure.

Failure to disclose any previous convictions or cautions that are not protected could result in dismissal should it be subsequently discovered.

Having a criminal conviction will not necessarily bar you from employment. Any information given, either when returning this declaration form or at interview will be entirely confidential and will be considered only in relation to this application.

It is an offence to knowingly apply for, offer to do, accept, or do any work in a regulated position if you have been disqualified from working with children.

Any offer of employment will be subject to checks being carried out in order to ensure that you are not subject to a prohibition order or an interim prohibition order as well as undergoing the checking of criminal convictions via obtaining an Enhanced DBS certificate and checking that you are not barred from working with children.

Do you have any unspent conditional cautions or convictions under the Rehabilitation of Offenders Act 1974?	
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?	
If yes, please provide further information including: date of each conviction / pending hearing / reprimand / warning; the offence; the sentence; and the Police Force / Court involved	
Are you included on the children's barred list?	
Are you subject to a prohibition or interim prohibition order?	
If yes, please provide further information:	
Are you prohibited from taking part in the management of an independent school under Section 128?	
Do you have any overseas convictions?	
If yes, please provide further information:	
Have you ever been known to any Children's Services department or Police as being a risk or potential risk to children?	
If yes, please provide further information:	
Have you been the subject of any investigation and/or sanction by any organisation or body due to concerns about your behaviour towards children?	
If yes, please provide further information and include details of the outcome:	
Have you ever been the subject of disciplinary sanctions or been asked to leave employment or voluntary activity due to inappropriate behaviour towards children?	

If yes, please provide further information:	
Are you or have you ever been disqualified from providing childcare under the Childcare Disqualification Regulations 2018?	
If yes, please provide further information:	
Confirmation of declaration	
I hereby certify that the information given above is accurate and true and 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 disciplinary action may be taken if information is not disclosed by me and subsequently come to the organisation's attention.	
Signed	
Print name	
Date	

If completed electronically, you should physically sign a hard copy at the point of interview.

If your application is successful, we shall retain this declaration as part of your employee record in accordance with the school's data retention policy. If you are unsuccessful, this form will be destroyed within a maximum 6 months.