**Self-disclosure form**

**Private & Confidential**

The post for which you are applying gives substantial access to children. You should therefore note that if your application is successful, you will be required to obtain a “Disclosure” from the Disclosure and Barring Service. Employment will be conditional upon the results of the “Disclosure” obtained, which will indicate your suitability to work with children.

**Each candidate to complete and return to:** [**self-disclosure@hardenhuish.wilts.sch.uk**](mailto:self-disclosure@hardenhuish.wilts.sch.uk)

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| --- | --- | --- | --- | --- |
| Full name: |  | | | |
| Previous name(s) *(if applicable)*: |  | | | |
| Post(s) applied for: | Teacher of English | | | |
| Address and postcode: |  | | | |
| Contact telephone number: |  | | | |
| Date of birth: |  | | | |
| Gender: | Male |  | Female |  |

All information you provide 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 1998.

Because of the nature of the work for which you are applying, this post is exempt from the provisions of section 4(2) of the Rehabilitation of Offenders Act 1974 by virtue of the Rehabilitation of Offenders Act 1974 (exceptions) order 1975.  Applicants are therefore not entitled to withhold information about convictions which for other purposes are ‘spent’ under the provisions of the Act other than those which are **Protected**.  In the event of employment, any failure to disclose convictions or cautions or bindover orders which are not **Protected** could result in dismissal or disciplinary action by the academy.

**N.B.  However** **please note that you do not have to disclose Protected Cautions or Protected Convictions to us. Protected Convictions and Protected Cautions are defined as follows:**

**Protected convictions**

A conviction is a "protected conviction" if:

* It does not relate to a "listed offence" such as violent and sexual offences. (<https://www.gov.uk/government/publications/dbs-list-of-offences-that-will-never-be-filtered-from-a-criminal-record-check>)
* No custodial sentence was imposed.
* You have no other convictions. **(i.e. if you have more than one conviction, you will need to disclose all convictions)**
* It was received by you whilst aged under the age of 18 at the time of the conviction and **five and a half years or more** have elapsed.
* It was received by you whilst aged 18 or over at the time of the conviction and **11 years or more** have elapsed.

**Protected Caution**

A caution is a "protected caution" if:

* It does not relate to a listed offence. (<https://www.gov.uk/government/publications/dbs-list-of-offences-that-will-never-be-filtered-from-a-criminal-record-check>)
* It was given to you whilst aged under the age of 18 at the time of the caution and **two years or more** have elapsed.
* It was given to you whilst aged 18 or over at the time of the caution and **six years or more** have elapsed

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| --- | --- | --- | --- | --- | --- | --- |
| Have you ever been known to any children’s services departments or to the police as being a risk or potential risk to children? | | | | | Yes | No |
| If yes, please provide further information: | | | | | | |
| Have you been the subject of any disciplinary investigation and/or sanction by any organisation due to concerns about your behaviour towards children? | | | | | Yes | No |
| If yes, please provide further information: | | | | | | |
| Do you have any convictions, cautions, reprimands or final warnings in any country that are not “protected” as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (Amended) 2013? Road traffic offences should be included. | | | | | Yes | No |
| If yes, please provide further information including dates and sentence imposed: | | | | | | |
| **Confirmation of declaration:** (tick box below) | | | | | | |
|  | 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 comes to the organisation’s attention. | | | | | |
|  | In accordance with the organisation’s procedures I agree to provide or apply for a valid DBS certificate and consent to the organisation clarifying any information provided on the disclosure with the agencies providing it. | | | | | |
|  | I agree to inform the organisation within 24 hours if I am subsequently investigated by any agency or organisation in relation to concerns about my behaviour towards children or young people. | | | | | |
|  | I understand that the information contained on this form, 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 children. | | | | | |
| Signature of candidate: | |  | Date: |  | | |
| By submitting this form electronically, you are endorsing that information you have provided within is a true and accurate. | | | | | | |