

Criminal record declaration form for jobs exempt from the Rehabilitation of Offenders Act

This form must be completed by all applicants. The information disclosed on this form will not be kept with your application form during the application process.

**Policy statement on recruiting applicants with criminal records**

This post is exempt from the Rehabilitation of Offenders Act 1974 and therefore applicants are required to declare any cautions, convictions, reprimands and final warnings that are not protected (i.e. that are not filtered out) as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013).

**Part 1** *(for completion by Monk’s Walk School)*

|  |  |
| --- | --- |
| Position applied for: |  |
| Name of candidate: |  |
| Previous name(s): |  |
| Address and postcode: |  |
| Telephone/mobile no: |  |
| Date of birth: |  |
| Gender:  | Male / Female |
|  |
|  | I confirm that I have seen identification documents relating to the above-named person, and I confirm to the best of my ability that these are accurate. |
| 1. UK passport with details of issuing office **or** non-UK passport with work permit/visa
 |  |
| 1. UK photo-card driving licence
 |  |
| 1. Proof of National Insurance number or current work permit number
 |  |
| 1. Proof of home address and postcode
 |  |
| **Signature of authorised Monk’s Walk School personnel:** |  |
| **Print name:** |  |
| **Date:** |  |

**Part 2** *(for completion by the candidate named in Part 1)*

If the role you have applied for involves frequent or regular contact with or responsibility for children, you will also be required to provide a valid DBS (Disclosure and Barring Service) certificate, which will provide details of criminal convictions. This may also include a barred list check depending on the nature of the role.

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.

Details of any criminal record should be stated on the form below (delete as appropriate). Please place in an envelope, marked **CONFIDENTIAL,** clearly stating your name and the title of the post applied for.

|  |  |
| --- | --- |
| Have you ever been known to any children’s services department 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 that are not “protected” as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (Amended) 2013? | Yes / No |
| If yes, please provide further information: |
| **Confirmation of declaration** (tick boxes 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 come to the organisation’s attention.  |
|  | In accordance with the organisation’s procedures if required I agree to provide 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, 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 children. |
| **Signature of candidate:** |  |
| **Print name:** |  |
| **Date:** |  |