



Self-Disclosure Form for Job Applicants
Confidential

At JFS, we are committed to safeguarding and promoting the welfare of children and young people. As part of our safer recruitment process, we require all applicants to complete this self-disclosure form. This information will only be used for the purpose of assessing your suitability for the position and will be handled in strict confidence.

This form should be completed by all applicants and returned in a **sealed envelope** or via **secure email** marked "Confidential: For the Attention of the Headteacher/Designated HR Officer."

Failure to disclose relevant information or providing false information may result in withdrawal of an offer or disciplinary action.

Position Applied For

Job Title: _____

Department (if applicable): _____

Personal Details

Full Name: _____

Date of Birth: _____

Address: _____

Contact Number: _____

Email Address: _____

Section 1: Criminal Records:

1.1 Do you have any unspent convictions, cautions, reprimands, or warnings?

- ☐ Yes
- ☐ No

If yes, please provide details: *(Include the date, type of offence, and outcome.)*

1.2 Do you have any spent convictions that are relevant to working with children or vulnerable adults under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended)?

- ☐ Yes
- ☐ No

If yes, please provide details: *(Include the date, type of offence, and outcome.)*

Section 2: Prohibition and Safeguarding:

2.1 Have you ever been subject to a prohibition order or any disciplinary sanction related to your professional conduct as a teacher or in any other role working with children?

- ☐ Yes
- ☐ No

If yes, please provide details: *(Include the date, type of sanction, and any relevant outcomes.)*

2.2 Have you ever been subject to an investigation or dismissal relating to allegations of misconduct involving children or young people?

- ☐ Yes
- ☐ No

If yes, please provide details: *(Include the nature of the allegations, the outcome, and any other relevant information.)*

Section 3: Declaration:

I declare that the information provided on this form is true and complete to the best of my knowledge. I understand that providing false or misleading information may result in the withdrawal of any job offer, or disciplinary action if employment has commenced.

I consent to this information being held and processed in line with **JFS's** data protection policy and used solely for the purpose of assessing my suitability for employment.

Signature: _____

Name (Print): _____

Date: _____

Section 4: For Office Use Only:

Received By: _____ **Date Received:** _____

Outcome of Review: _____

(To be completed by the Headteacher/Designated HR Officer.)

All applicants will be subject to an enhanced Disclosure and Barring Service (DBS) check. The information provided on this form will be cross-referenced with the DBS disclosure.

For questions or concerns about completing this form, please write to **recruitment@jfs.brent.sch.uk**