

Hall School Wimbledon

Pre-Interview Vetting Disclosure Form

The school is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. Employment at the school is subject to satisfactory pre-employment checks. In accordance with the exemptions to the Rehabilitation of Offenders Order 1974 (updated 2013 and 2020), candidates who are invited for interview are required to provide the information requested on page 2 of this form. Please complete this disclosure form and return it directly to Emily Maskell at ops@hsw.co.uk **at least one day prior to interview**. If we have not received this completed form, we reserve the right to withdraw the offer of interview.

This post is exempt from the Rehabilitation of Offenders Act 1974; pre-employment checks will be carried out, references will be sought and successful candidates will be subject to an enhanced DBS check and other relevant checks with statutory bodies. We comply with the Disclosure & Barring Service (DBS) code of practice and have a written policy on the recruitment of ex-offenders, both of which are available on request.

You are required to declare any relevant convictions, adult cautions or other matters which may affect your suitability to work with children. As a result of amendments to the Rehabilitation of Offenders Act 1974 (exceptions order 1975) in 2013 and 2020, 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.

Please read the information [here](#) before answering the questions on page 2. If you are unsure whether you need to disclose criminal information, you should seek legal advice, or you may wish to contact the charities Nacro or Unlock for impartial advice. Guidance about whether a conviction or caution should be disclosed can also be found on the **Ministry of Justice** website. A flowchart to support you can be found [here](#).

Nacro - <https://www.nacro.org.uk/criminal-record-support-service/> or email helpline@nacro.org.uk or Phone 0300 123 1999

Unlock – <http://hub.unlock.org.uk/contact/> Phone 01634 247350

Please turn to [the next page](#) to complete the form.

POST APPLIED FOR:	Date:
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Surname:	Previous surname(s) (if any):
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Forename(s):	Preferred title:	Date of birth
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1. Do you have any unspent conditional cautions or convictions under the Rehabilitation of Offenders Act 1974?

(please tick) YES NO

2. 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?

(please tick) YES NO

If YES, please provide details in a sealed envelope marked 'Confidential' addressed to the chair of the interview panel, or send them, marked 'Confidential', to the email address in the first paragraph on page 1.

A new Enhanced Level Disclosure and Barring Service (DBS) check of criminal records will normally be required for this post. Access to the application process will be provided. Subscription to the DBS Update Service may be a condition of employment. Other standard checks before your employment commences include, as relevant, accessing lists of 'Teachers and Others' prohibited from the profession; Secretary of State directions; Induction and Probation Failures; and sanctions imposed by teacher regulation authorities overseas.

3. Do you have an existing Enhanced level DBS? (please tick) YES NO
Issue Date (if known):

4. Are you included on the DBS Children's Barred List? (please tick) YES NO
If yes, please provide details here:

5. Have you lived or worked outside the UK for more than three months in the last 5 years?

YES NO

If yes, please provide details here:

6. Have you been convicted of any criminal offences (consistent with questions 1 and 2, above), in any country in line with the law as applicable in England and Wales, not the law of your country of origin or where you were convicted? YES NO

If yes, please provide details here:

Please complete this declaration:

I declare that all the information I have provided in this disclosure is full and correct at the time of application and that I have not omitted anything that could be relevant to the appointment of someone who will work with children. I understand that the recruitment panel may be made aware of any relevant information that I have disclosed in order to discuss the matter(s) with me as part of the recruitment process and that, if my application is successful, a risk assessment of the disclosed information will be held securely on my personnel file. I understand that the declaration of a criminal record will not necessarily prevent me from being offered this role.

Signed:

Date:

Information disclosed on this form will be treated confidentially. The forms relating to candidates whose application is unsuccessful will be securely destroyed within six months of the date of submission.