

**REHABILITATION OF OFFENDERS ACT 1974  
DECLARATION OF CONVICTIONS**

Due to the nature of the work you are applying for you are required to disclose any criminal convictions that you have. This is because 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 and the Rehabilitation of Offenders Act 1974 (Exceptions) (Amendments) Order 1986. Applicants for this post may therefore be asked questions about any offences they have, and are not entitled to withhold information about convictions, which for other purposes are “spent” under the provisions of the Act.

The convictions you are required to disclose include any cautions, reprimands, bind-overs and warnings other than youth cautions, reprimands and warnings. You must tell us about all your convictions whether “spent” or not and no matter how long ago the offence took place and whatever the nature of it. Any information you give will be treated in confidence and used only to assess your suitability for work.

The Trust is also able to ask the Disclosure and Barring Service whether applicants for this job have a criminal record and if we are considering offering you work this will be subject to a satisfactory enhanced DBS check. We will undertake this check whether or not you have said you have a conviction. This check will give us details of any convictions, cautions, reprimands, bind-overs and warnings other than youth cautions, reprimands and warnings. Please therefore think carefully to make sure you have not forgotten anything that could possibly appear on a DBS check before you complete and return the form.

If we find out from the DBS check that you have a conviction or other record as set out above which you have not declared then we may withdraw any offer of employment, or if you have already started working for the Trust this could result in disciplinary action or dismissal. You may also be liable to prosecution for criminal deception if you have obtained paid employment by withholding relevant information. In reaching a decision we will take into account whether you have been dishonest in your application as we must ensure that the honesty and integrity of our staff is beyond reproach.

Please declare any convictions or other relevant matters and confirm that you have read and understand this statement by completing and signing the section below:

**I have read and understand this statement. I declare that I have the following convictions, cautions, reprimands, warnings or bind-overs and have included any offences that in other circumstances would be regarded as “spent” under the Act, please enter in box below. If you have nothing to declare, please write the word “NONE” in the box below.**

**I confirm that the information given by me is correct and that I am prepared for an enhanced DBS check to be carried out. I understand that if I fail to complete this form or withhold permission for this check to be made my application is unlikely to be considered further.**

|                                      |             |       |             |
|--------------------------------------|-------------|-------|-------------|
| Signed:                              | <div></div> | Date: | <div></div> |
| Print Name:                          | <div></div> |       |             |
| Place of work, if known:             | <div></div> |       |             |
| Authorised signature:<br>Headteacher | <div></div> | Date: | <div></div> |
| Satisfactory form                    |             |       |             |