



## Appendix 2 – criminal record self-declaration form

This form must be completed by all shortlisted candidates where a Disclosure and Barring Certificate (also known as a DBS), is required. The information disclosed on this form will not be kept with your application form during the application process.

### Policy statement on recruiting candidates with criminal records

This post is exempt from the Rehabilitation of Offenders Act 1974. For further information on criminal record self-declaration for roles that are eligible for standard or enhanced DBS checks please refer to [Nacro guidance](#) and the [MoJ website](#).

We recognise the contribution that ex-offenders can make as employees and volunteers and welcome applications from them. A person's criminal record will not in itself, prevent a person from being appointed to this post. Any information given will be treated in the strictest confidence. Suitable candidates will not be refused posts because of offences which are not relevant to, and do not place them at or make them a risk in, the role for which they are applying.

All cases will be examined on an individual basis, and we will take the following into consideration:

- whether the caution or conviction is relevant to the position applied for
- the seriousness of any offence revealed
- the age of the candidate at the time of the offence(s)
- the length of time since the offence(s) occurred
- whether the candidate has a pattern of offending behaviour
- the circumstances surrounding the offence(s), and the explanation(s) offered by the person concerned
- whether the candidate's circumstances have changed since the offending behaviour.

It is important that candidates understand that failure to disclose all unspent cautions and convictions; and also, any adult cautions and spent convictions that are not protected could result in disciplinary proceedings or dismissal. Further advice and guidance on disclosing a criminal record can be obtained from [Nacro](#).

Please note that, if you are unsuccessful, this disclosure form will be securely destroyed within 6 months of your application.



# The Leys Primary & Nursery School

Ripon Road, Stevenage, Herts SG1 4QZ

T: 01438 314148 F: 01438 721364 E: admin@leys.herts.sch.uk W: www.leys.herts.sch.uk

Headteacher: Mrs D Khangura

*Learning Today . . . Leading Tomorrow*

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |                                        |                                                |                                        |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------|------------------------------------------------|----------------------------------------|
| <b>Surname:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |                                        | <b>Forename:</b>                               |                                        |
| <b>Post applied for:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |                                        | <b>Date:</b>                                   |                                        |
| <b>NI Number:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |                                        | <b>Teacher Ref No.</b><br><i>If applicable</i> |                                        |
| <b>Date of QTS:</b><br><i>If applicable</i>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                                        |                                                |                                        |
| <p>The Leys is committed to safeguarding and promoting the welfare of children and we expect all staff to share this commitment. For this post, 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.</p>                                                                                                                                                                                                                                                                                                   |                                        |                                                |                                        |
| Do you have any unspent conditional cautions or convictions?                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                                        | <b>Yes</b> <input type="checkbox"/>            | <b>No</b> <input type="checkbox"/>     |
| Do you have any spent adult cautions (simple or conditional), or spent convictions, which are not 'protected' as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as <a href="#">amended</a> )?                                                                                                                                                                                                                                                                                                                                                                                                                     |                                        | <b>Yes</b> <input type="checkbox"/>            | <b>No</b> <input type="checkbox"/>     |
| Do you have any criminal convictions or relevant service discipline convictions received within the Armed Forces Justice System (e.g., through Summary Hearing or Court Martial) where it would be considered an equivalent offence in England and Wales?                                                                                                                                                                                                                                                                                                                                                                                       |                                        | <b>Yes</b> <input type="checkbox"/>            | <b>No</b> <input type="checkbox"/>     |
| Have you ever been barred from working with Children or disqualified from working in Childcare?                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |                                        | <b>Yes</b> <input type="checkbox"/>            | <b>No</b> <input type="checkbox"/>     |
| Are you subject to any sanctions in the EEA?                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                                        | <b>Yes</b> <input type="checkbox"/>            | <b>No</b> <input type="checkbox"/>     |
| <u>Teaching Posts Only:</u> Are you or have you ever been prohibited from teaching or sanctioned by the GTCE?                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | <b>Yes</b><br><input type="checkbox"/> | <b>No</b><br><input type="checkbox"/>          | <b>N/A</b><br><input type="checkbox"/> |
| <u>Management Posts Only:</u> Have you been prohibited from the management of an independent school (s128)?                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | <b>Yes</b><br><input type="checkbox"/> | <b>No</b><br><input type="checkbox"/>          | <b>N/A</b><br><input type="checkbox"/> |
| <b>If you have answered YES to any of the questions above please provide full details;</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                                        |                                                |                                        |
| <p><b>Please complete and sign the declaration below:</b></p> <p>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.</p> |                                        |                                                |                                        |
| <p><b>DECLARATION</b></p> <p>I declare that the information provided on this form is correct. I understand that the declaration of</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |                                        |                                                |                                        |

Empathy Inclusivity Respect Aspiration Determination Empowerment





# The Leys Primary & Nursery School

Ripon Road, Stevenage, Herts SG1 4QZ

T: 01438 314148 F: 01438 721364 E: [admin@leys.herts.sch.uk](mailto:admin@leys.herts.sch.uk) W: [www.leys.herts.sch.uk](http://www.leys.herts.sch.uk)

Headteacher: Mrs D Khangura

*Learning Today . . . Leading Tomorrow*

a criminal record will not necessarily prevent me from being offered this role at The Leys', however failure to disclose may result in an offer of employment being withdrawn.

Signed:

Date:

Empathy Inclusivity Respect Aspiration Determination Empowerment

