

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

This form must be completed by all applicants where a police check (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 applicants with criminal records**

This post is exempt from the Rehabilitation of Offenders Act 1974; therefore, all applicants are required to declare any simple cautions or convictions, which are not protected (not filtered out) as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013).

For further information on filtering please refer to [Nacro guidance](#) and the [DBS 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 debar that person from being appointed to this post. Any information given will be treated in the strictest confidence. Suitable applicants 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, taking the following into consideration:

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

It is important that applicants understand that failure to disclose all cautions, convictions, reprimands or final warnings 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.***

**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

<input type="checkbox"/>	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 <b>or</b> non-UK passport with work permit/visa	
2. UK photo-card driving licence	
3. Proof of National Insurance number or current work permit number	
4. Proof of home address and postcode	
<b>Signature of authorised Monk's Walk School personnel:</b>	
<b>Print name:</b>	
<b>Date:</b>	

**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.

<b>Surname:</b>		<b>Forename:</b>	
<b>Post applied for:</b>		<b>Date:</b>	
<b>NI Number:</b>		<b>Teacher Ref No.</b> <i>If applicable</i>	
<b>Date of QTS:</b> <i>If applicable</i>			
<p>Monk's Walk School 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 simple cautions or convictions, which are not protected as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013)?	<b>YES</b>	<b>NO</b>	
Do you have any simple cautions or convictions from a military court (i.e. Summary or Court Martial) which are not 'protected' (i.e. filtered) as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013)?	<b>YES</b>	<b>NO</b>	
Have you ever been barred from working with Children or disqualified from working in Childcare?	<b>YES</b>	<b>NO</b>	
Are you subject to any sanctions in the EEA?	<b>YES</b>	<b>NO</b>	
<u>Teaching Posts Only:</u> Are you or have you ever been prohibited from teaching or sanctioned by the GTCE?	<b>YES</b>	<b>NO</b>	<b>N/A</b>
<u>Management Posts Only:</u> Have you been prohibited from the management of an independent school (s128)?	<b>YES</b>	<b>NO</b>	<b>N/A</b>
<b>If you have answered YES to any of the questions above please provide full details;</b>			

**Please complete and sign the declaration below:**

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.

**DECLARATION**

I declare that the information provided on this form is correct. I understand that the declaration of a criminal record will not necessarily prevent me from being offered this role at Monk's Walk School.

**Signed:**

**Date:**