

Congratulations on being shortlisted. Please return this disclosure to the school **at least one day prior to interview**. If we have not received this, we reserve the right to withdraw the offer of interview.

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| POST APPLIED FOR: | SCHOOL: | DATE: |

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| --- | --- |
| Surname: | Previous name(s) (if any): |
| Forename(s):  | Preferred title:  | Date of birth |
| National Insurance No: | Teacher Ref. No (if applicable): | Date of recognition as qualified teacher, QTS (if applicable): |

***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.***

The position you are applying for gives you privileged access to vulnerable groups, therefore you are required to disclose all spent convictions and cautions under the Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975 unless they are “protected” convictions/cautions.

This means that, under the amendments made to the Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975 (in 2013 and 2020), you must disclose all spent and unspent convictions, other than those which are “protected” and are not subject to disclosure to employers. Any “protected” cautions or convictions disclosed in error, will not be taken into account.

Guidance and criteria on the filtering of these cautions and convictions, along with a full list of offences which will never be removed from a certificate can be found on the Disclosure and Barring Service website: https://www.gov.uk/government/news/disclosure-and-barring-service-filtering

Failure to disclose any disclosable criminal convictions could lead to your application being rejected. If it is subsequently discovered, following appointment, that you have failed to disclose any disclosable criminal convictions, this will be determined as an act of gross misconduct and you may be summarily dismissed. A referral to the Police will be made where appropriate.

**It is an offence to knowingly apply for, offer to do, accept, or do any work in a regulated position if you have been disqualified from working with children.**

**Any offer of employment will be subject to checks being carried out in order to ensure that you are not subject to a prohibition order or an interim prohibition order.**

Failure to complete this form may render your application invalid.

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| 1. Do you have any convictions or adult cautions that are unspent under the Rehabilitation of Offenders Act 1974? Yes / No
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| 1. Do you have any other cautions or convictions that would not be filtered? Yes / No
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| If you answered yes to either of the above questions, please set out the following details: * Date of each conviction / pending hearing / reprimand / warning;
* The offence;
* The sentence; and
* The Police Force / Court involved.

*Continue on a separate sheet if necessary.* |
| 1. As this post is working in regulated activity with children, please state whether you included on the DBS children’s barred list? Yes / No
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| If yes, please provide details here  |
| 1. As this post is working in regulated activity with vulnerable adults over the age of 18, please state whether you included on the DBS Adults Barred list? Yes / No

N/A |
| If yes, please provide details here  |
| 1. (Teaching posts only) Are you, or have you ever been, prohibited from teaching by the TRA or sanctioned by the GTCE? Yes / No / Not applicable
 |
| If yes, please provide details here  |
| 1. \*Management posts in independent schools / academies only Have you been prohibited from management of an independent school (s128)? Yes / No / Not applicable

N/A |
| If yes, please provide details here  |
| 1. Have you lived or worked outside the UK for more than 3 months in the last 5 years? Yes / No
 |
| If yes, please provide details here  |
| 1. Are you subject to any sanctions relating to work with children in any country outside the UK? Yes / No
 |
| If yes, please provide details here  |

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| **Please complete 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. I understand that the declaration of a criminal record will not necessarily prevent me from being offered this role. **Signed**: Date: |

**Please return this form in a sealed envelope to:**

**Head Teacher,**

**Gaskell Community Primary School**

**Thomas Holden Street**

**Bolton**

**BL1 2QG**

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