



## Invite to Interview Checklist

**CANDIDATE REFERENCE: EDV/2024/LLN/37373-005**



### LITTLE LATTONS NURSERY

**Full Name:** Mrs. Jodie Murphy  
**Former Name(s):** No former name(s)  
**Preferred Names:**  
**Job Title:** Early Years Practitioner Level 2  
**Employer Name:** Little Lattons Nursery (NET Academies Trust)  
**Applied Date:** 22nd April, 2025  
**Closing Date:** 26th June, 2025  
**Interview Date:** 29th April, 2025 (15:00 - 15:30)

S/N	ACTION	YES	NO
1	<b>Disclosure of Criminal Convictions</b> I confirm that I have completed and enclosed the attached Criminal Convictions Disclosure Form.	<input checked="" type="checkbox"/>	
2	<b>Disclosure of Police Contact</b> Are you known to the police and children's local authority social care?		<input checked="" type="checkbox"/>
3	<b>Disclosure of Child Protection Investigation</b> Have you been subject to any child protection investigation?		<input checked="" type="checkbox"/>
4	<b>Disclosure of Relationships</b> Do you have any relationship with a pupil, employee, governor or trustee?		<input checked="" type="checkbox"/>
5	<b>Documents Provided to Evidence Right to Work</b> I confirm that I will provide evidence of my right to work in the UK. Please see the enclosed <a href="#">Home Office Right to Work Checklist</a> .	<input checked="" type="checkbox"/>	
6	<b>Documentation to Process DBS Check</b> I confirm that if appointed I will provide the appropriate documents to allow a DBS check to be undertaken. Please see the enclosed <a href="#">DBS ID checking guidelines</a> .	<input checked="" type="checkbox"/>	
7	<b>Qualification Certificates Provided</b> I confirm that, I will provide the original copies of qualifications which I have declared as part of my application and which are an essential requirement for the role.	<input checked="" type="checkbox"/>	
8	<b>Prohibition Order (for teaching work only as defined by <a href="#">The Teachers' Disciplinary (England) Regulations 2012</a>)</b> I confirm that I am not prohibited from carrying out teaching work.	<input checked="" type="checkbox"/>	

S/N	ACTION	YES	NO
9	<b>Section 128 Direction (for applicable position)</b> I can confirm that I am not subject to a section 128 direction in an independent school, academy or free school.	<input checked="" type="checkbox"/>	



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SIGNATURE

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JODIE MURPHY

FULL NAME

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24TH APRIL, 2025

DATE



# Criminal Convictions Disclosure Form



CANDIDATE REFERENCE: EDV/2024/LLN/37373-005

## LITTLE LATTONS NURSERY

### Data Protection Notice

All the details provided by you as part of this request will be collected and processed by NET Academies Trust in accordance with their [Privacy Information](#) which you are encouraged to read.

If you are appointed, this form may be retained on your personnel file for the duration of your employment. You will find more information about how NET Academies Trust uses your personal information in their privacy information for job applicants.

### Private & Confidential

Please read the information below before completing the form. Once completed and submitted electronically, this form will be viewed/downloaded by Little Lattons Nursery (NET Academies Trust) in readiness for your interview.

The NET Academies Trust policy requires all applicants for employment to disclose any previous unspent criminal convictions and any cautions which have not expired, or any pending prosecutions. In addition, the job you are applying for is exempt from the provisions of the Rehabilitation of Offenders Act 1974 (exceptions order 1975) which requires you to disclose all spent convictions and cautions except those which are 'protected' under Police Act 1997 - Part V and the amendments to the Exceptions Order 1975 (2013 and 2020) and are not subject to disclosure to employers on DBS certificates and cannot be taken into account. Guidance on the filtering of 'protect' cautions and convictions which do not need to be disclosed by a job applicant can be found at [DBS filtering guide - GOV.UK \(www.gov.uk\)](#).

The information you give will be treated as strictly confidential. Disclosure of a conviction or caution will not automatically disqualify you from consideration. Any offence will only be taken into consideration if it is one which would make you unsuitable for the type of work you are applying for. However, offences relating to children are likely to make you unsuitable since this is a 'regulated position' under the Criminal Justice & Courts Services Act 2000. Please liaise with the recruiting employer if you wish to find out more about its policy on the recruitment of ex-offenders

Failure to disclose any relevant offences or give false information will disqualify any offer of employment, or result in summary dismissal if you are in post, with possible referral to the police. Confirmation of appointment is subject to a satisfactory Enhanced DBS Certificate.

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## 1. SPENT AND UNSPENT CONVICTIONS OR CAUTIONS

Excluding youth cautions, reprimands or warnings except those 'protected' as defined by the Ministry of Justice (for further details please see - [Guidance on the Rehabilitation of Offenders Act 1974 and the Exceptions Order 1975 - GOV.UK \(www.gov.uk\)](#)).

Do you have any spent or unspent convictions or cautions in any country? No

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## 2. PENDING PROSECUTIONS

Do you have any pending prosecutions in any country? No

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## 3. OVERSEAS INFORMATION

Do you have any relevant overseas information that would make you unsuitable to work with children? No

#### 4. DISQUALIFICATION

It is a legal requirement for Schools and Academies to ensure that the individuals they employ are not disqualified from working with children who have not yet reached the age of 8. This applies to those working in Early and Later Years settings or where their employment will involve provision for children under the age of 8. By signing this form you confirm that you are not disqualified from working within specified childcare settings under the 2018 Childcare Disqualification Regulations. If you are appointed you will be required to immediately inform the Headteacher if you become disqualified.



JODIE MURPHY

24TH APRIL, 2025

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FULL NAME

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#### 5. PROHIBITION ORDER (FOR TEACHING WORK ONLY AS DEFINED BY THE TEACHERS' DISCIPLINARY (ENGLAND) REGULATIONS 2012 (AS AMENDED))

Is the Early Years Practitioner Level 2 vacancy at Little Lattons Nursery a role carrying out teaching work or leadership post? Yes

I confirm that I am not subject to a Prohibition Order or Interim Prohibition Order in line with the [Teachers' Disciplinary \(England\) Regulations 2012 \(as amended\)](#).



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#### 6. SECTION 128 DIRECTION (FOR APPLICABLE POSITION)

Is the Early Years Practitioner Level 2 vacancy at Little Lattons Nursery a management position in an independent school, academy, or in a free school? Yes

Section 128 (if a management position e.g. Headteacher, teaching positions of the Senior Leadership team, or any teaching positions which carry a department headship.) I can confirm that I am not prohibited or restricted from participating in the management of Schools in line with under s.128 of the Education and Skills Act 2008.



JODIE MURPHY

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## 7. CONFIRMATION

I certify that I have read and understood this form and to the best of my knowledge the information I have entered is true and complete. I understand that if I have failed to disclose or given false information then it will disqualify any offer of employment, or result in summary dismissal if I am in post, with possible referral to the police.



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SIGNATURE

JODIE MURPHY

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FULL NAME

24TH APRIL, 2025








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DATE

AUDIT TRAIL

Title	Jodie Murphy - Declaration & Interview Checklist
Document ID	12412a6c434e2d1a6b13457be05a3e45
Status	Completed

Document History:

	<b>24/04/2025</b> 10:02:45 UTC	Laura Biagioni (Nursery Lead at Little Lattons Nursery) has invited Jodie Murphy (eddiebear4@hotmail.co.uk) to an interview for the Early Years Practitioner Level 2 vacancy at Little Lattons Nursery. IP: 149.71.109.50
	<b>24/04/2025</b> 13:10:42 UTC	Jodie Murphy has confirmed acceptance of the interview on Thursday, 24th Apr 2025 at 12:10pm. IP: 31.94.4.53
	<b>24/04/2025</b> 13:12:14 UTC	Jodie Murphy has viewed the Criminal Convictions Declaration. IP: 31.94.4.53
	<b>24/04/2025</b> 13:17:11 UTC	Jodie Murphy has signed the Criminal Convictions Declaration. IP: 31.94.4.53
	<b>24/04/2025</b> 13:17:12 UTC	Jodie Murphy has viewed the Invite to Interview Checklist. IP: 31.94.4.53
	<b>24/04/2025</b> 13:18:37 UTC	Jodie Murphy has signed the Invite to Interview Checklist. IP: 31.94.4.53
	<b>24/04/2025</b> 13:19:22 UTC	This document has been completed by Jodie Murphy IP: 31.94.4.53