

# Criminal Records Self Disclosure Form



All applicants must complete this form in full and return it when coming for interview.

As part of our duty to safeguard pupils, we need to check whether you are barred from working with children, or whether you have convictions that would make you unsuitable to work with children or in the role you've applied for.

**Please complete the following form as accurately as possible.**

Note: you are not required to disclose convictions or cautions that are 'protected', as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013). If you're not sure whether one of your convictions is 'protected', you can check [here](#).

If you accidentally provide information about 'protected' convictions or cautions, we will not take this into account.

How we'll use this information

We'll use the information in this form to:

- Identify whether you may be ineligible for a role based on barring or childcare disqualification requirements
- Inform our conversations with you about any relevant details during the interview process

We will not use this information to make decisions about job offers.

If we offer you a position, we'll compare the information you've provided in this self-declaration with the information in your formal DBS check so that we only make decisions based on the most accurate information possible.

<b>Full Name (Block Capitals):</b>	
<b>Post applied for:</b>	

## SELF DECLARATION

**Please answer the following questions:**

- 1. Have you ever been convicted by the courts or cautioned, reprimanded or given a final warning by the police? Please give details of offences, penalties and dates in the table below.\*** (Note that the post you have applied for is exempted under the Rehabilitation of Offenders Act (Exceptions Order) 1974, which means that all convictions, cautions, reprimands and final warnings on your criminal record need to be disclosed.

Please ✓ as appropriate: Yes  (Please provide details) No  (Proceed to Q2)

Date	Details

\*If any circumstances change which would affect your response to this question, you must inform SPJS of the details without unnecessary delay.

**2. The role you've applied for is 'regulated activity', so is eligible for a barred list check. Are you barred from working in regulated activity with children (i.e., are you included on the Disclosure and Barring Service Children's Barred List)?**

Please ✓ as appropriate: Yes  (Please provide details) No  (Proceed to Q3)

Date	Details

**3. Have you committed an offence overseas that would have resulted in disqualification if it had occurred in the UK?**

Please ✓ as appropriate: Yes  (Please provide details) No  (Proceed to Q4)

Date	Details

**4. Are you registered with the Disclosure and Barring Service (DBS) Update Service?**

Please ✓ as appropriate: Yes  No

**5. Do the police or children's social care have your name and/or information on file for any reason?**

Please ✓ as appropriate: Yes  No

Date	Details

**6. Please sign the following declaration and return this form to Stanley Park Junior School.**

I confirm that the information above is accurate to the best of my knowledge, and that I will make the school aware of any changes in my circumstances that may affect the answers I've provided above, or my suitability for the post. I understand that any false information could result in my application being rejected or, if appointed, in my dismissal from employment. I understand that any offer of employment made to me will be subject to a further check with the Disclosure and Barring Service (previously Criminal Records Bureau) If I am successful at interview, I understand you will obtain an Enhanced Certificate of Disclosure from the Disclosure and Barring Service (DBS)

**Signature:**

**Date:**

## Further Information

Having a criminal record will not necessarily bar you from working with us. This will depend on the nature of the post you have applied for and the relevance and circumstances of your offences, as set out in our Criminal Records Code of Practice. We also comply with the Disclosure & Barring Service's Code of Practice, which is available on their website at <https://www.gov.uk/government/publications/dbs-code-of-practice>.

We ensure that anyone making appointment decisions has the necessary information and support to assess the relevance and circumstances of any offences.

### What will happen at the interview stage

If you are invited for interview, we shall assess issues relating to safeguarding and promoting the welfare of children and adults at risk including:

- your motivation to work with children, young adults and adults at risk;
- your ability to form and maintain appropriate relationships and personal boundaries with children, young adults and adults at risk;
- your emotional resilience in working with challenging behaviours; and
- your attitude to the use of authority and maintaining discipline.

We will also ask you to confirm that you have correctly completed the Criminal Records Declaration Form and discuss with you any information that you have declared.

### What will happen if you are offered the post

If you are offered the post, we will ask for evidence of your identity, your right to work in the UK, two positive references from current and previous employers and your qualifications. We will complete an application form to obtain a certificate of enhanced disclosure from the Disclosure and Barring Service (DBS) or, if you are subscribed to the DBS Update Service, we will ask for your permission to check your certificate online.

### False Information

Please note that providing false information could result in your application being rejected or your dismissal from employment if you are appointed. The matter may also be referred to the police if we consider that you may have committed a criminal offence.

### Retention of Information

The information that you provide in this declaration form will be processed in accordance with the *Data Protection Act 1998*. It will only be used for the purpose of determining your application for this position. The declaration will be kept for no longer than necessary and then destroyed following receipt of a DBS Disclosure and a recruitment decision being made. This is generally after a period of up to six months, to allow for the consideration and resolution of any disputes or complaints.