

## SELF DECLARATION FOR SHORTLISTED CANDIDATES

*Congratulations on being shortlisted for interview. Please read the below information, complete and sign the Self Declaration Form and bring it with you to interview in a sealed envelope.*

### **Policy statement on recruiting applicants with criminal records**

The post you are applying for is 'exempt' from the Rehabilitation of Offenders Act 1974 and therefore you are required to declare any convictions, cautions, reprimands and final warnings that are not "protected" (i.e. filtered out) as defined by the Rehabilitation of Offenders Act 1974 (Exceptions Order 1975 (as amended 2013 and 2020)) If protected convictions, cautions, reprimands and final warnings are disclosed, employers can not take them into account.

For more information about which convictions must be declared and further information about filtering offences;

[Guidance on the Rehabilitation of Offenders Act 1974 and the Exceptions Order 1975 - GOV.UK \(www.gov.uk\)](https://www.gov.uk/guidance/rehabilitation-of-offenders-act-1974-and-the-exceptions-order-1975)

We recognise the contribution that former or ex-offenders can make as employees and volunteers and welcome applications from them. A person's criminal record will not, in itself, 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 the role and which do not 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 convictions, cautions, reprimands or final warnings that are not "protected" could result in disciplinary proceedings or dismissal.**

The Trust is committed to safeguarding children and young people and therefore must assess the suitability of applicants to work with children. The successful candidate will be subject to an enhanced DBS check (including barred list check for positions involving

regulated activity with children) The purpose of a self-declaration is so that candidates will have the opportunity to share relevant information and allow this to be discussed and considered at interview before the DBS certificate is received.

Any offer of employment will be conditional on checks detailed in the Trusts Safer Recruitment Policy, whether an outcome of a check is satisfactory will be determined by the Trust.

We undertake to discuss any matter revealed in a DBS check with the person seeking the position before considering withdrawing a conditional offer of employment. This discussion and any subsequent risk assessment may be undertaken by our HR Director or another trained member of our Senior Leadership Team.

***Please complete the self declaration form below and bring it with you to the interview in a sealed envelope.***

## Self Declaration Form

<b>Surname</b>		<b>Forename</b>	
Do you have any convictions, cautions, reprimands or final warnings that are not "protected" as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013 and 2020).			<b>Yes/No</b>
<b>If Yes please provide details including the offence and date.</b>			
Do you have any Information about any criminal offences committed in any country in line with the law as applicable in England and Wales or any other relevant overseas information?			<b>Yes/No</b>
<b>If Yes please provide details;</b>			
Are you the subject of any sanctions by the Teaching Regulation Agency (e.g. Prohibition Order Check)?			<b>Yes/No</b>
Have you been disqualified under the terms of the Childcare (Disqualification) Regulations 2009 as amended in 2018 (this declaration is			<b>Yes/No</b>

relevant only for employees who will be caring for children under age 8 as defined in the above legislation)?	
For Regulated positions only; Have you been barred from working with children by the DBS, Independent Safeguarding Authority (ISA) or any other organisation?	<b>Yes/No</b>
<p><b>DECLARATION</b></p> <p>I declare that the information provided on this form is correct.</p> <p>Signed _____ Date _____</p>	