**SCHOOLS SELF-DECLARATION FORM: For completion by shortlisted candidates**

**Please return this self-disclosure to the school at least two days prior to interview. If we have not received this, we reserve the right to withdraw the offer of interview.**

**Details of where to return the completed form are included at the end of the self-declaration form.**

**Name of applicant: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Position applied for: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Criminal Convictions**

The Rehabilitation of Offenders Act 1974 provides that certain criminal convictions become ‘spent’ after the passage of time, that is the law will treat them for the most purposes as if they have never happened and it is not necessary to disclose them on Application Forms. The Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 contains certain classes of employment where a person can be asked to disclose spent convictions. *The job for which you are now applying falls within that order.*

However, the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013) provides that certain spent convictions and cautions are ‘protected’ and are not subject to disclosure to employers and cannot be taken into account. For details of what criminal convictions must be declared please refer to the following guidance:

<https://www.gov.uk/government/news/disclosure-and-barring-service-filtering> It is your responsibility to read this information in full and complete the application form accurately.

If you fail to disclose that you have been convicted of a criminal offence or received a caution, reprimand or warning this may lead to dismissal or disciplinary action by the authority. Any information given will be treated in the strictest confidence and will be considered only in relation to an application for which the order applies. For jobs that are subject to a disclosure, please note that a criminal record will not necessarily bar you from employment. This will depend on the nature of the position you are applying for and the circumstances and background of the offence.

**If you have a criminal record and are unsure about what might be revealed about you as part of a DBS check or the type of information you should consider declaring or need some further guidance you can find advice from the following organisations:**

**Unlock have:**  
A simple guide to filtering: https://unlock.org.uk/advice/what-will-be-filtered-by-dbs/  
A useful [calculator](http://www.disclosurecalculator.org.uk/) to help you. It identifies any unspent offences that you need to declare.  
Tel: 01634 247350 / Text or WhatsApp: 07824 113848  
Email: [advice@unlock.org.uk](mailto:advice@unlock.org.uk)

**NACRO have:**  
Practical guidance on the DBS filtering rules [www.nacro.org.uk/resettlement-advice-service/support-for-individuals/](https://www.nacro.org.uk/resettlement-advice-service/support-for-individuals/).  
Tel: 0300 123 1999  
Email: [helpline@nacro.org.uk](mailto:helpline@nacro.org.uk)

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) by SI 2013 1198? Please give details below:

|  |  |  |
| --- | --- | --- |
| Date | Details of conviction, caution, reprimand or warning | Penalty |
|  |  |  |
|  |  |  |
|  |  |  |

**Are there any matters pending? Yes  No**

|  |  |
| --- | --- |
| If ‘Yes’ please give details |  |

**The purpose of the 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.**

|  |  |
| --- | --- |
| Are you included on the child barred list?  \*Only answer this question if you are applying for a post working in regulated activity with children: | Yes / No / Not applicable |
| Are you prohibited from teaching? | Yes / No / Not applicable |
| Are you subject to any sanctions relating to work with children in any country outside the UK? | Yes / No |
| Are you prohibited from taking part in the management of an independent school?  \*Only answer this question if you are applying for a management post in an independent school or academy: | Yes / No / Not applicable |
| Are you known to the Police? | Yes / No |
| Are you known to Children’s Social Care? | Yes / No |
| Have you been disqualified from providing childcare? | Yes / No |
| Please supply any additional information about any criminal offences committed in any country in line with the law as applicable in England and Wales, not the law in their country of origin or where they were convicted: | |

**I declare that the particulars given are correct and I have not withheld any facts which might unfavourably affect my application. I am aware that to withhold or falsify information could result in dismissal or disciplinary action.**

|  |  |  |  |
| --- | --- | --- | --- |
| First Name: |  | Last Name: |  |
| Signed: |  | Date: |  |

N.B. We will treat all information provided on this form in the strictest confidence - you may provide additional information in writing and in confidence or indicate that you wish discuss in more detail.

Please return the declaration form to the Headteacher at Mount Pleasant Primary School, via email to **mpps.jobs@kirkleeseducation.uk**

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