



## CRIMINAL RECORDS SELF-DISCLOSURE FORM

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.

Post applied for:	School:
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FORENAME(S):		SURNAME:	
TITLE:		DATE OF BIRTH:	

**The Wade Deacon Trust is committed to safeguarding and promoting the welfare of children and we expect all staff to share this commitment. 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.**

We comply with the Disclosure & Barring Service (DBS) code of practice and have a written policy on the recruitment of ex-offenders, both of which are available on request. As you have been shortlisted, you are required to declare any relevant convictions, adult cautions or other matters which may affect your suitability to work with children. As a result of amendments to the Rehabilitation of Offenders Act 1974 (exceptions order 1975) in 2013 and 2020, some minor offences are now protected (filtered) and should not be disclosed to potential employers, and employers cannot take these offences into account.

Please read the information [here](#) before answering the following questions. If you are unsure whether you need to disclose criminal information, you should seek legal advice, or you may wish to contact Nacro or Unlock for impartial advice. There is more information on filtering and protected offences on the Ministry of Justice website. A flowchart to support you can be found [here](#).

**Nacro** - <https://www.nacro.org.uk/criminal-record-support-service/> or email [helpline@nacro.org.uk](mailto:helpline@nacro.org.uk) or phone 0300 123 1999

**Unlock** – <http://hub.unlock.org.uk/contact/> or phone 01634 247350 or text 07824 113848

<b>1. Do you have any unspent conditional cautions or convictions under the Rehabilitation of Offenders Act 1974?</b>	<b>Yes / No</b>
If yes, please provide details here:	

<b>2. Do you have any adult cautions (simple or conditional) or spent convictions that are not protected as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (Amendment) (England and Wales) Order 2020?</b>	<b>Yes / No</b>
If yes, please provide details here:	

<b>3. Are you included on the DBS children's barred list</b>	<b>Yes / No</b>
If yes, please provide details here:	

<b>4. (Teaching posts only) Are you, or have you ever been, prohibited from teaching or sanctioned by the GTCE?</b>	<b>Yes / No / n/a</b>
If yes, please provide details here:	

<b>5. (Management posts only) Have you been prohibited from management of an independent school?</b>	<b>Yes / No / n/a</b>
If yes, please provide details here:	

<b>6. Are you subject to any sanctions relating to work with children in any country outside the UK?</b>	<b>Yes / No</b>
If yes, please provide details here:	

### DECLARATION BY THE APPLICANT

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.

Our Data Privacy Statement for job applicants is available on our website;

[https://www.wadedacontrust.com/downloads/policies/gdpr/data\\_privacy\\_statement\\_job\\_applicants\\_.pdf](https://www.wadedacontrust.com/downloads/policies/gdpr/data_privacy_statement_job_applicants_.pdf)

SIGNATURE:

DATE: