

Confidential
Declaration of Criminal Record

**Positions Exempt from the
Rehabilitation of Offenders Act 1974**

As stated on the application form, because of the sensitive nature of the duties the postholder will be expected to undertake, you are required to disclose details of any criminal record. The position you have applied for is exempt from the Rehabilitation of Offenders Act 1974, which means that all convictions, cautions, reprimands and final warnings on your record need to be disclosed.

Only relevant convictions and other information will be taken into account so disclosure need not be a bar to obtaining the position you have applied for (please refer to the School's policy on the 'Employment of Ex-Offenders' contained within the Recruitment Pack previously sent to you on requesting a job application form).

If you declare a criminal record and we believe this to have a bearing on the requirements of the post, we shall arrange to discuss the matter with you before any final recruitment decision is taken in relation to your job application. If we do not raise the matter with you it is because it is considered that your disclosure has no bearing on the requirements for the post.

If you have any concerns or queries about filling in this declaration please contact the Headteacher.

Applicants should be assured that the information they give will be kept securely and in accordance with the requirements of the Data Protection Act. Only the people directly responsible for recruitment will be informed of a criminal record on a need-to-know basis. In accordance with this you will be informed of who in the organisation is told about the conviction information you disclose and the reasons why the disclosure information has been revealed to those people.

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- 1. Have you ever been convicted by the courts or cautioned, reprimanded or given a final warning by the police?**

Yes / No *(please delete as applicable)*

If yes, please give details of offences, penalties and dates.

2. **Are you aware of any police enquiries undertaken following allegations made against you, which may have a bearing on your suitability for this post?**

Yes / No *(please delete as applicable)*

If yes, please give details.

3. **Is your name included on the 'Independent Safeguarding Authority (ISA) Children's Barred List' and/or the old Protection of Children Act (PoCA) List and/or List 99 or the equivalent National Assembly of Wales Lists as someone unsuitable to work with children?**

Yes / No *(please delete as applicable)*

4. **Is your name included on the 'ISA Vulnerable Adults List' (old Protection of Vulnerable Adults List (PoVA List) maintained by the Independent Safeguarding Authority as someone unsuitable to work with vulnerable adults?**

Yes / No *(please delete as applicable)*

Name (please print clearly):

Signed:

Dated:

Please return your completed declaration in a sealed envelope to the School.