



Self-Disclosure Form

Please check the [Convictions Flowchart](#) before completing this form

Shortlisted candidates are required to complete this form and return it to martin.lumb@hunsletcarr.co.uk at least one day before the interview. Candidates may be asked for further information during the recruitment process.

For further information, please check the [Job Vacancies](#) section of our website for details relating to our Safer recruitment processes.

We are committed to safeguarding and promoting the welfare of children and young people and we expect all staff, volunteers, visitors and contractors 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 in line with statutory guidance.

Post Applied for: Click or tap here to enter text.	Date: Click or tap to enter a date.
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Surname: Click or tap here to enter text.	Previous name: Click or tap here to enter text.	
Forename(s): Click or tap here to enter text.	Title: Click or tap here to enter text.	Date of birth: Click or tap to enter a date.
National Insurance No: Click or tap here to enter text.	Teacher Ref. No (if applicable): Click or tap here to enter text.	Date of recognition as qualified teacher, QTS (if applicable): Click or tap to enter a date.

1. Do you have any convictions or adult cautions that are unspent? Choose an item.
If yes, please provide details here Click or tap here to enter text.
2. Do you have any other cautions or convictions that would not be filtered? Choose an item.
If yes, please provide details here Click or tap here to enter text.
3. Are you included on the DBS children's barred list? Choose an item.
If yes, please provide details here Click or tap here to enter text.
4. Are you included on the DBS adult barred list? Choose an item.
If yes, please provide details here Click or tap here to enter text.
5. (Teaching posts only) Are you, or have you ever been, prohibited from teaching by the TRA or sanctioned by the GTCE? Choose an item.

<p>If yes, please provide details here Click or tap here to enter text.</p>
<p>6. *For colleagues in a management position only Have you been prohibited from management of an independent school (A Section 128 Direction KCSIE)? Choose an item.</p>
<p>If yes, please provide details here Click or tap here to enter text.</p>
<p>7. Have you lived or worked outside the UK for more than 3 months in the last 5 years? Choose an item. If yes, please provide details here Click or tap here to enter text.</p>
<p>8. Are you subject to any sanctions relating to work with children in any country outside the UK? Choose an item. If yes, please provide details here Click or tap here to enter text.</p>
<p>Please complete the declaration below:</p> <p>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.</p> <p>Signed: Click or tap here to enter text. Date: Click or tap to enter a date.</p>

Please return this form to: martin.lumb@hunsletcarr.co.uk

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

We comply with the Disclosure & Barring Service (DBS) code of practice <https://www.gov.uk/government/publications/dbs-code-of-practice> and have a written policy on the recruitment of ex-offenders. 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 see attached flowcharts for reference.

Please read the information here [Check if you need to tell someone about your criminal record: When you need to tell someone about your criminal record - GOV.UK \(www.gov.uk\)](#) 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. Nacro - <https://www.nacro.org.uk/criminal-record-support-service> or email helpline@nacro.org.uk or phone 0300 123 1999