## 

## Criminal Records Declaration Form

## Please read the attached policy statement before completing this form.

## Please fill in this form in black ink or use a black font.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Full name and address: |  | | | | |
| Date of birth: |  | | | | |
| Any previous names / surnames: |  | | | | |
| Job you are applying for: |  | | | | |
| Vacancy reference number (if known): |  | | | | |
| School(s)/NEAT Central Team: |  | | | | |
| Have you ever been convicted of a criminal offence or been the subject of a caution, warning or reprimand (other than those that are subject to filtering)? | Yes |  | No |  | |
| If yes, please state the nature of the offence(s) and the date(s) in the space given (you may continue on a separate sheet if necessary): |  | | | | |
| Are you currently included on the Children’s Barred List (list of people legally barred or restricted from working with children)? | Yes |  | No |  | |
| Are you subject to sanctions imposed by a UK regulatory body (for example the National College for Teaching and Leadership)? | Yes |  | No |  | |
| If yes, please state the nature of the sanctions imposed (you may continue on a separate sheet if necessary): |  | | | | |
| Are you subject to sanctions imposed by a regulatory body within the European Economic Area? |  |  |  | |  |
| If yes, please state the nature of the sanctions imposed (you may continue on a separate sheet if necessary): |  |  |  | |  |
| Have you lived or worked overseas in the previous five years? | Yes |  | No | |  |
| Have you previously obtained an enhanced criminal records certificate for NEAT in the last 3 years? | Yes |  | No | |  |
| If yes, have you had a break in service of three months or more in the last 3 years? | Yes |  | No | |  |
| Do you give your consent to an external identity validation check (if required)? | Yes |  | No | |  |
| Are you registered with the DBS online update service?  If yes, I understand that in relation to this application and any subsequent relevant employment that NEAT will check my record with the DBS update service. I will also provide my original certificate for inspection and understand that relevant information will be stored on a secure database as part of the employment check process. | Yes |  | No | |  |
| I confirm that I have read the policy statement that accompanies this form | Yes |  | No | |  |

**Declarations**

I am aware of the privacy notice published by NEAT and the privacy policy published by the DBS and how and why my personal data will be processed.

I certify that to the best of my knowledge the information I have given on this form is correct.

If I am offered the job, I understand that I will be required to:

1. obtain an Enhanced Certificate of Disclosure from the Disclosure and Barring Service, and where I will be engaged in regulated activity this will include a check of the Children’s Barred List; or
2. give NEAT access to the DBS Update Service where I have a suitable existing certificate and I have a current subscription.

Signed: ……………………………………………………… Date: ………………..………..

## Newcastle East mixed multi Academy Trust

## Policy Statement

It is essential that you:

* read and retain this statement; and
* complete and return the attached form with your application form.

**Privacy Notice**

We publish a Privacy Notice for job applicants that explains the personal data we collect and how and why we process it. This can be viewed on the NEAT website at: <http://www.neat.org.uk/web/data_protection/352429>

You should also be aware of the Disclosure and Barring Service’s Standard and Enhanced Applicants Privacy Policy. This explains how your personal data will be used by the DBS and outlines your rights under the Data Protection 2018. To view this policy please visit:

<https://www.gov.uk/government/publications/standard-and-enhanced-dbs-check-privacy-policy>

**Our commitment to safeguarding children and young people and a safer recruitment process**

NEAT is committed to safeguarding and promoting the welfare of children and young people, and expect all staff and volunteers to share this commitment.

The post you are applying for is exempt from the Rehabilitation of Offenders Act 1974. To be considered for this employment, you must disclose details of any non protected convictions, cautions, warnings or reprimands you may have. The amendments to the Exceptions Order 1975 (2013) provide that certain spent convictions and cautions are 'protected' and are not subject to disclosure to employers, and cannot be taken into account. Guidance and criteria on the filtering of these cautions and convictions can be found on the Disclosure and Barring Service (DBS) website (<https://www.gov.uk/government/publications/dbs-filtering-guidance>).

We therefore ask you to complete this form as fully as possible and return it with your application. The only people who will see the information you give us will be those directly involved in the recruitment process. All information will be handled in accordance with our Code of Practice on the Disclosure of Criminal Convictions. At interview, or in a separate discussion, we will ensure that an open and measured discussion takes place on the subject of any offences or other matter that might be relevant to the position.

If you are successful at interview, we will require you to make an application to the Disclosure and Barring Service (DBS) to obtain an Enhanced Certificate of Disclosure and barred list check. If you are subscribed to the DBS online update service, then your DBS certificate may be ‘portable’ between employers and organisations provided it is at the right level and for the right workforce.

To speed up the appointment process, please inform us of your registration status. If you are registered, we need your permission to use the online update service for the purposes of obtaining an up to date DBS certificate checkshould you be offered an appointment.We also ask for your permission that a recheck can be made during your relevant employment if required by any legal, safeguarding or regulatory body.

If you have worked or have been a resident outside of the UK within the last 5 years, you must provide a certificate of good conduct or a copy of your criminal record for the period of time which you were abroad. Your appointment is subject to this check and it is important that you keep Employee Services informed of the progress you make in obtaining this document.

To obtain either a certificate of good conduct or a copy of your criminal record, you must contact the UK based embassy of the country in which you worked or lived. You can find out more information on how to get an overseas check on the website www.homeoffice.gov.uk/DBS

Having a criminal record will not necessarily bar you from working with us. This will depend on the nature of the position and the circumstances and background of your offence(s). The DBS has a code of practice, which we fully comply with.

We ensure that anyone making appointment decisions has the necessary information, guidance and support to identify and assess the relevance and circumstances of any offences.

**If you are invited for interview, we shall assess:**

issues relation to safeguarding and promoting the welfare of children and young people including:

* + - your motivation to work with children and young people;
    - your ability to form and maintain appropriate relationships and personal boundaries with children and young people;
    - your emotional resilience in working with challenging behaviours; and
    - your attitude to the use of authority and maintaining discipline.

**If you are offered the post, we shall ask for evidence of:**

* your identity; and
* your qualifications (including any relevant professional registration).

**We shall also check:**

* that you are medically fit to undertake the role.

**References:**

We shall also take up detailed references from your current and previous employers. If you are currently working with children, on either a paid or voluntary basis, your current or previous employer will be asked about disciplinary offences relating to children, including any in which the penalty is time expired. We will also ask if you have been the subject of any child protection concerns and if so, the outcome of any enquiry or disciplinary procedure.

# False Information

Please note that providing false information is an offence and could result in your application being rejected or your dismissal from employment if you are appointed. The matter may also be referred to the police.