**SAFE RECRUITMENT FORM**

Please read the attached Safe Recruitment Statement before completing this form then complete in block capitals. You may continue on a separate sheet if you wish.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Full name and address:** |  | | | | |
| **Date of birth:** |  | | | | |
| **Any previous names / surnames:** |  | | | | |
| **School applying to:** |  | | | | |
| **Post applying for and the reference number:** |  | | | | |
| **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)** |  | | | | |
| **Is your name currently on Barred List (list of people legally barred or restricted from working with children)?** | Yes |  | No |  | |
| **Are you subject to sanctions imposed by a regulatory body (for example the DFE)?** | Yes |  | No |  | |
| **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 | |  |
| **If yes, please state countries:** |  | | | | |
| **Have you been DBS cleared by Newcastle City Council within the last 3 years?** | Yes |  | No | |  |
| **If yes, have you had a break in service in the last 3 years?** | Yes |  | No | |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **I am registered with the DBS online update service:** | Yes |  | No |  |
| **If yes, I hereby give permission for this application and any subsequent relevant employment with them to check my certificate with the DBS update service. I also give permission to hold my DBS certificate number, date of issue and type and level of check, on a secure database as part of the employment check process:** | Yes |  | No |  |
| **I confirm that I have read the Safe Recruitment Statement that accompanies this form:** | Yes |  | No |  |

**Privacy Policy- Enhanced checks declaration**

Before we can proceed with your application we need you to confirm the following:

I have read the Enhanced Check Privacy Policy for applicants and I understand how DBS will process my personal data and the options available to me for submitting an application:

**Signature: Date:**

**Consent to obtain enhanced check electronic result**

I consent to the DBS providing an electronic result directly to the registered body that has submitted my application. I understand that an electronic result contains a message that indicates either the certificate is blank or to await certificate which will indicate that my certificate contains information. In some cases, the registered body may provide this information directly to my employer/potential employer prior to me receiving my certificate.

I give permission for the relevant body to hold my DBS certificate number, date of issue and type and level of check, on a secure database.

**Signature: Date:**

I certify that to the best of my knowledge the information I have given on this form is correct. I agree to obtain and provide an Enhanced Certificate of Disclosure from the Disclosure and Barring Service, if I am offered the post.

**Signature: Date:**