**Short-listed Applicants Self Disclosure**

Congratulations on being shortlisted. Please return this disclosure to the Resourcing team at least **one day** prior to interview. If we have not received this, we reserve the right to withdraw the offer of interview.

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| Post Applied For | Date |

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| --- | --- | --- |
| Surname | Any / all preference names | |
| Forename(s) | Preferred Title | Date of Birth |
| NI no | TRN (if applicable) | Date of recognition as qualified teacher, QTS (if applicable): |

**Brunel is committed to safeguarding and promoting the welfare of children and we expect all employees 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 attached information or via the Gov website [check here](https://www.gov.uk/tell-employer-or-college-about-criminal-record/check-your-conviction-caution) 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 citizens advice for impartial advice. There is more information on filtering and protected offences on the Ministry of Justice website.

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| **Question** | **Yes / No** |
| 1. Do you have any convictions or adult cautions that are unspent?   Yes / No |  |
| If yes, please provide details here |  |
| 1. Do you have any other UK cautions or convictions that would not be filtered? Yes / No |  |
| If yes, please provide details here |  |
| 1. Have you been charged with any offence or are you currently under police investigation? Yes / No |  |
| If yes, please provide details here |  |
| 1. Have you been convicted for criminal offences in any other country which would be relevant to your suitability under English / Welsh law? Yes / No |  |
| If yes, please provide details here |  |
| 1. Are you included on the DBS children’s barred list? Yes / No |  |
| If yes, please provide details here |  |
| 1. (Secondary & FE applications only) Are you included on the DBS adult barred list? Yes / No |  |
| If yes, please provide details here |  |
| 1. (Teaching posts only) Are you, or have you ever been, prohibited from teaching by the TRA / NCTL or sanctioned by the GTCE? Yes / No / Not applicable |  |
| If yes, please provide details here |  |
| 1. Have you been prohibited from management of an independent school (s128)? Yes / No |  |
| If yes, please provide details here |  |
| 1. Have you lived or worked outside the UK for more than 3 months in the last 10 years? Yes / No |  |
| If yes, please provide details here |  |
| 1. Are you subject to any sanctions relating to work with children in any country outside the UK? Yes / No |  |
| If yes, please provide details here |  |
| 1. (Applicants for posts in Early Years or later years childcare, wrap around care only): The Disqualification under the Childcare Act 2006 Regulations (2018) state that anyone employed to care for children in early years (children under the age of 5) or later years (wraparound care for children under the age of 8) is disqualified from that work if they meet certain criteria. These criteria include (this is not an exhaustive list):  • Certain serious criminal offences  • Inclusion on the DBS children’s barred list  • Court orders relating to the care of your own child  • Being prohibited from private fostering  • Having their registration refused or cancelled as a provider of a children’s home.   Do you have any reason to believe you would be disqualified from working in childcare? Yes / No |  |
| *If yes, please contact us for more information on the Regulations* |  |
| 1. (Applicants for care roles in children’s homes/residential only): The Disqualification from Caring for Children (England) Regulations (2002) set out a series of criteria that would disqualify a person from working in a care role in a children’s home. These criteria include (this is not an exhaustive list):  • Certain serious criminal offences  • Court orders relating to the care of your own child  • Being prohibited from private fostering,  • Having their registration refused or cancelled as a provider of a children’s home, day care provision or childminding.   Do you have any reason to believe you would be disqualified from caring for children? Yes / No |  |
| *If yes, please contact us for more information on the Regulations* |  |

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| Please complete the declaration below:   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 | | |
| Name | Signed | Dated |

Please return this form to: [resourcing@brunel.org.uk](mailto:resourcing@brunel.org.uk) Please note that, if you are unsuccessful, this disclosure form will be securely destroyed 6 months from the date of interview.