This disclosure form is supplementary to the relevant section relating to the Rehabilitation of Offenders Act 1974 in Bishop Wilkinson Catholic Education Trust Application Form.

If you are invited for interview, please bring the Disclosure Form with you to the interview in a **separate, sealed envelope** clearly marked **“Confidential - Rehabilitation of Offenders Act 1974 - Disclosure Form.”** You will be asked to hand this to reception for the attention of the HR Manager at the end of the interview.

In accordance with statutory requirements certain pre-employment checks are conducted for positions involving working with vulnerable groups, specifically children and vulnerable adults.

The information obtained from these checks is used to help safeguard these groups. It will not be used to discriminate unfairly against those with convictions which we consider as unrelated to working with vulnerable groups. We ask for this information in order to facilitate an honest and open dialogue with prospective employees and we encourage all prospective employees to provide contextual information regarding any convictions disclosed. Having a criminal record will not automatically bar you from employment or voluntary work with us.

As the position you are applying form gives you privileged access to vulnerable groups, you are required to disclose all spent convictions and cautions under the Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975 unless it is a “protected” conviction/caution under the amendments made to the Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975 (in 2013) and, therefore, not subject to disclosure. **This means that you must disclose all spent and unspent convictions on this form other than those which are so “protected”.** This may include any driving offences. Guidance on the filtering of“protected” convictions and cautions can be accessed on the Disclosure and Barring Servicewebsite.

Failure to disclose any disclosable criminal convictions could lead either to your application being rejected or, if you are appointed, to summary dismissal if it is subsequently discovered that you have had any criminal convictions. **It is a criminal offence to apply for, offer to do, accept, or do any work in a regulated position if you have been disqualified from working with children.**

Failure to complete this form may render your application invalid.

|  |  |
| --- | --- |
| **Full Name:** | Click here to enter text |
| **Date of Birth:** | Click here to enter text |
| **Post Applied For:** | Click here to enter text |

Please tick as appropriate:

1. I do not have any convictions, cautions, reprimands or final warnings that are not “protected” as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013):
2. I do have any convictions, cautions, reprimands or final warnings that are not “protected” as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013):

If you have ticked b) above, please set out the details of the conviction(s) below:-

|  |  |  |  |
| --- | --- | --- | --- |
| **Date of Conviction / Pending Hearing / Caution / Reprimand / Warning** | **Offence** | **Sentence** | **Details of Police / Court Involved** |
| Click here to enter text | Click here to enter text | Click here to enter text | Click here to enter text |
| Click here to enter text | Click here to enter text | Click here to enter text | Click here to enter text |

**Declaration**

In compliance with the General Data Protection Regulation (GDPR), we wish to ensure you are aware of the purpose for which we are requesting your consent to collect and process the data we have asked you to provide on this form. To the extent that you have disclosed any criminal records information on this form, your information may be shared with OFSTED and the Local Authority Designated Officer for child protection matters (the LADO). We require the information requested on this form in order to process your application for employment and to ascertain whether you are a suitable candidate to work with children. We require you to complete this form regarding criminal records disclosure as the information is needed in order to assist us in complying with our legal obligation to safeguard and protect children from harm.

If your application is successful and you have disclosed criminal records information on this form, we shall retain the form as part of your permanent employment record and afterwards in accordance with Records Retention guidance. If you are unsuccessful and you have disclosed criminal records information which could disqualify you from working with children, we shall share the information you have provided on this form with OFSTED and/or the LADO and any other appropriate third party. If you are unsuccessful and you have not disclosed criminal records information on this form, this form shall be destroyed after a maximum period of 6 months.

If you fail to complete this form we may not be able to comply with our legal duty to safeguard children. This means that we may not therefore continue to process your employment application or offer you a position within our organisation.

For further information on the data we collect and the reasons for this, please contact the Trust.

**Data Processing Consent**

I hereby certify that the information given above is true and accurate.

I hereby give my consent for the information on this form to be held on computer or other relevant filing systems and to be shared with other accredited organisations or agencies where required.

|  |  |
| --- | --- |
| **Signature:** | Click here to enter text |
| **Date:** | Click here to enter text |