 **Self Disclosure Form**



**Regulated Activity**

Two Rivers School is exempt from the provisions of the Rehabilitation of Offenders Act 1974. You must disclose details of all unspent and unfiltered spent reprimands, formal warnings, cautions and convictions.

Any information given will be treated as confidential and managed in accordance with the Data Protection Act 2018 and the organisation’s Data Protection Policy and Privacy Notices. You should note that disclosing a conviction does not necessarily result in your application being rejected. Failure to disclose may result in withdrawal from any job offer.

**Please read the Self Disclosure – Applicant Guide before completing this form.**

**Part 1**

|  |  |
| --- | --- |
| Name of applicant: |  |
| Previous name(s):Please include date(s) each name was used (MM/YY) |  |
| Full address history including postcode:Please include dates from and to (MM/YY) for each address |  |
| Telephone/Mobile number: |  |
| Date of Birth: |  | Gender: |  |

**Part 2 - Self Disclosure Form for Regulated Activity**

|  |  |  |
| --- | --- | --- |
| Have you ever been known to any Children’s Services department or Police as being a risk or potential risk to children? | Yes [ ]  | No [ ]  |
| If yes, please provide further information: |
| Have you been the subject of any investigation by any organisation or body due to concerns about your behaviour towards children? | Yes [ ]  | No [ ]  |
| If yes, please provide further information: |
| Have you ever been the subject of disciplinary procedures or been asked to leave employment or voluntary activity due to inappropriate behaviour towards children? | Yes [ ]  | No [ ]  |
| If yes, please provide further information: |
| Do you have any convictions, cautions, reprimands or final warnings that are not “protected” as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (Amendment) 2013? | Yes [ ]  | No [ ]  |
| If yes, please provide further information: |

**Confirmation of declaration**

**[ ]** I agreethat the information provided here may be processed in connection with recruitment purposes and I understand that an offer of employment may be withdrawn, or disciplinary action may be taken if information is not disclosed by me and subsequently comes to the School’s attention.

[ ]  In accordance with the School’s procedures, if required, I agree to provide a valid criminal record certificate and consent to the School clarifying any information provided on the disclosure with the agencies providing it.

[ ]  I agree to inform the School within 24 hours if I am subsequently investigated by any agency or organisation in relation to concerns about my behaviour towards children or young people or any potential criminal matter.

[ ]  I understand that the information contained on this form, the result of the criminal record check and information supplied by third parties may be supplied by the School to other persons or organisations in circumstances where this is considered necessary to safeguard children.

|  |  |
| --- | --- |
| Signature of applicant: |  |
| Print Name: |  | Date: |  |