**Self-Declaration Form**

Version: April 2022

Completed by: Education HR Team

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**The London Borough of Hackney is committed to safeguarding and promoting the welfare of children and all staff are expected to share this commitment.**

In line with the statutory guidance [Keeping Children Safe in Education](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/1021914/KCSIE_2021_September_guidance.pdf), you have been asked to complete this form as you have been shortlisted for a position in an education establishment within the London Borough of Hackney.

The purpose of this self-declaration is so candidates have the opportunity to share any relevant information and allow this to be discussed and considered at interview stage. Any information given will be treated in the strictest confidence and managed in accordance with relevant data protection legislation and guidance.

**Please note:** We recognise the contribution that ex-offenders can make as employees and volunteers and welcome applications from them. A person’s criminal record will not in itself, prevent a person from being appointed to this post. Suitable applicants will not be refused posts because of offences or other information which are not relevant to, and do not place them at or make them a risk in, the role for which they are applying.

Free, confidential advice can be sought from the organisations below to help you understand whether to disclose certain criminal record information:

* **Nacro** – Tel: 0300 123 1999, or email: helpline@nacro.org.uk
* **Unlock** – Tel: 01634 247350, email advice@unlock.org.uk or complete the online form on the Unlock website.

Candidates shortlisted for interview must sign this declaration confirming the information they have provided is true. Where there is an electronic signature, the shortlisted candidate will be required to physically sign a hard copy of the application at the point of interview.

For this post, references will be sought for shortlisted candidates prior to interview and the successful candidate will be subject to an enhanced DBS check and other relevant pre-appointment vetting checks.

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| **Your details** |
| Surname: |  | Forename |  |
| Position to which you are applying:  | Kitchen Assistant  |

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| **UK Criminal Record**  |
| This post is exempt from the Rehabilitation of Offenders Act 1974 and therefore applicants are required to declare:* All unspent convictions and conditional cautions.
* All spent convictions and adult cautions that are not protected (i.e. that are not filtered out) as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2020).

For further information on filtering please refer to the [guidance](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/935747/draft-rehabilitation-offenders-act-1974-exceptions-order-1975.pdf) published by the Ministry of Justice (see, in particular, the section titled ‘Exceptions Order’). |
| Do you have any unspent convictions or conditional cautions? |
| [ ]  Yes (please provide details)[ ]  No |       |  |
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| Do you have any spent adult cautions (simple or conditional) or convictions that are not ‘protected’ as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended)? |
| [ ]  Yes (please provide details)[ ]  No |       |  |
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| Are you known to the police or children’s social care for any reason that could affect your suitability for this post? |
| [ ]  Yes (please provide details)[ ]  No |       |  |
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| **Relevant Overseas Information**  |
| Do you have any cautions or convictions for offences committed in another country which would be relevant to your suitability for this post in line with the law in England/Wales? |
| [ ]  Yes (please provide details)[ ]  No |       |  |
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| Have you received any relevant sanctions or restrictions imposed by an overseas professional regulating authority relevant to the role? |
| [ ]  Yes (please provide details)[ ]  No |       |  |
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| **Prohibitions, directions, sanctions and restrictions** |
| Are you included on the DBS Children’s Barred List? |
| [ ]  Yes (please provide details)[ ]  No |       |  |

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| Are you, or have you ever been, prohibited from teaching by the TRA or NCTL or sanctioned by the GTCE?(This question is only relevant to teaching posts.) |
| [ ]  Yes (please provide details)[ ]  No |       |  |

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| Have you been prohibited from management of an independent school (s128)?(This question is only relevant to management posts in independent schools/academies.) |
| [ ]  Yes (please provide details)[ ]  No |       |  |

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| The role you are being considered for has been assessed as being covered by the Childcare (Disqualification) Regulations 2018 under the Childcare Act 2006. Under the regulations, a disqualified person is prohibited from providing relevant early or later years childcare or being directly concerned in the management of such childcare. Further information is available at gov.uk: Disqualification Under the Childcare Act 2006. Are you disqualified from providing childcare under the Childcare Act 2006?  |
| [ ]  Yes (please provide details)[ ]  No |       |  |
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| **Declaration** |
| **Please note:** It is a criminal offence to apply for a position working with children if you are excluded from doing so. |
| 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 in an education establishment within the London Borough of Hackney. 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. |
| Signature |  | Date: |       |

You will be asked to sign a hard copy of this Declaration at the interview or as part of our pre-employment checks.