



BUCKINGHAMSHIRE COUNCIL SELF DECLARATION FORM

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

APPLICATION FOR THE POST OF:	
SERVICE/SCHOOL:	
JOB REF. NUMBER:	
TITLE:	
SURNAME:	
FORENAME(S):	
E-MAIL ADDRESS:	
MOBILE:	

Criminal information - Rehabilitation of Offenders Act 1974

Having a criminal record will not necessarily bar you from employment as the Council will take account of the relevance, the circumstances and the background of your offence(s). The Council has a Policy on the Recruitment of Ex-Offenders which meets the Disclosure & Barring Service (DBS) Code of Practice and complies with the requirements in respect of exempted questions under the Rehabilitation of Offenders Act 1974. The DBS Code of Practice is available at <https://www.gov.uk/government/publications/dbs-code-of-practice>

If the post you are applying for is 'exempt' from the Rehabilitation of Offenders Act 1974 you are required to declare any convictions, cautions, reprimands and final warnings that are not "protected" (i.e. filtered out) as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013). Please refer to the job summary to check whether this requirement applies for the post you are applying for. The amendments to the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013 and 2020) provides that when applying for certain jobs and activities, certain convictions and cautions are considered 'protected'. This means that they do not need to be disclosed to employers, and if they are disclosed, employers cannot take them into account. Guidance about whether a conviction or caution should be disclosed can be found on the [Ministry of Justice](#) website

If the post you are applying for brings you into contact with children, young people or vulnerable adults or for certain positions within the legal and financial fields you may be required to undergo a DBS Standard, Enhanced or Enhanced (including Barred List) Check before taking up your role. Those Checks will include details of convictions, cautions, reprimands and warnings which you may have received, even if they are regarded as 'spent' under the Rehabilitation of Offenders Act 1974. You must also (where appropriate) let us know immediately of any changes in your circumstances which will have an impact on your criminal record.

Please refer to the role profile to confirm the level of DBS Check that may be required to be undertaken as part of the application and selection process and please answer the question below on that basis.

Standard / Enhanced DBS Checks required for the post:

If you are unsure whether you need to disclose criminal information, you should seek legal advice, or you may wish to contact Nacro or Unlock for impartial advice. There is more information on filtering and protected offences on the [Ministry of Justice](#) website

Nacro - <https://www.nacro.org.uk/criminal-record-support-service/> or email helpline@nacro.org.uk or phone 0300 123 1999
Unlock - <http://hub.unlock.org.uk/contact/> phone 01634 247350; text 07824 113848

PLEASE PROVIDE RESPONSES TO QUESTIONS BELOW:

Do you have any unspent conditional cautions or convictions under the Rehabilitation of Offenders Act 1974?	YES NO If yes, please provide details here
Do you have any adult cautions (simple or conditional) or spent convictions that are not protected as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (Amendment) (England and Wales) Order 2020?	YES NO If yes, please provide details here
Are you, or have you ever been, prohibited from teaching by the TRA or NCTL or sanctioned by the GTCE?	YES NO If yes, please provide details here
Have you been disqualified under the terms of the Childcare (Disqualification) Regulations 2009 as amended in 2018 (this declaration is relevant only for employees who will be caring	YES NO If yes, please provide details here

for children under age 8 as defined in the above legislation)?	
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 NO If yes, please provide details here
Have you lived or worked outside the UK for more than 6 months in the last 5 years?	YES NO If yes, please provide details here
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
Have you been prohibited from management of an independent school, academies and free schools (Section 128)? Section 128 is also applicable for governors of maintained schools.	YES NO If yes, please provide details here

Police and Children's Social Care	
Are you known to the police for any other reason that could affect your suitability for this post?	YES NO If yes, please provide details here
Have you (or any children under your care) ever been involved with children's social services in any local authority area?	YES NO If yes, please provide details here

The following declarations are required as you are applying to undertake Regulated Activity with either children or adults. If you are in doubt about this requirement, please refer to the role profile.

Declaration for applicants into Regulated Activity with Children and Young People: Have you been barred from working with children by the DBS, Independent Safeguarding Authority (ISA) or any other organisation?	YES NO If yes, please provide details here
Declaration for applicants into Regulated Activity with Adults (for posts within Special Schools only): Have you been barred from working with adults by the DBS, ISA or any other organisation?	YES NO N/A If yes, please provide details here
If you are not currently barred from working with adults at risk and/children under the Safeguarding Vulnerable Groups Act 2006, have you been referred to the Disclosure and Barring Service (DBS) for consideration to be added to one of the barred lists?	YES NO If yes, please provide details here

Failure to disclose any of the above information which is relevant or required could result in disciplinary action (including dismissal) by the Council.

PLEASE READ AND SIGN 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.

Signature:

Date: