**Criminal Record Self-Disclosure**

Congratulations on being shortlisted for the applied position. Please return this disclosure prior to your interview.

**Guidance**

Owlcotes Multi-Academy Trust and its schools are committed to safeguarding and promoting the welfare of children and we expect all staff 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.

In accordance with statutory requirements, certain pre-employment checks must be conducted for positions that involve work with vulnerable groups, specifically children. The information obtained from these checks is used to help safeguard these vulnerable groups. It will not be used to discriminate against candidates who disclose any information. Please note that any spent and/or unspent convictions or cautions may not necessarily make you unsuitable for employment at this establishment.

As the position applied for may give candidates independent and unsupervised access to vulnerable groups, candidates are required to disclose all spent conditions and/or cautions under the Rehabilitations of Offenders Act 1974 (Exceptions) order 1975 (as amended in 2013 and 2020), unless it is a ‘protected’ conviction and/or caution as defined under the amendments made in 2013 to the Rehabilitation of Offenders Act 1974 (Exceptions) order 1975 and therefore not subject to disclosure. Under the Rehabilitations of Offenders Act 1974 (Exceptions) order 1975 (amended in 2013 and 2020), Owlcotes Multi-Academy Trust and its schools as the employer are only entitled to request information about convictions, cautions, reprimands and final warnings that are not ‘protected’. For information regarding what criminal record history should be disclosed on application, please see Appendix 1 and Appendix 2 in this document. Alternatively, guidance can also be found on the DBS website: <https://www.gov.uk/government/publications/dbs-list-of-offences-that-will-never-be-filtered-from-a-criminal-record-check>

Further information about the recruitment of ex-offenders please see Owlcotes Multi-Academy Trust’s Recruitment of Ex-Offenders Policy.

**Criminal Record Self-Disclosure Form**

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| --- | --- |
| Candidate Full Name: | Ranjit Singh Rhall |
| Previous Name(s) (if any): |  |
| Date of Birth: | 15/12/1963 |
| Post Applied For: | Site Superintendent – Manor Wood Primary |

Please answer the following questions:

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| --- | --- |
| 1. Do you have any unspent conditional cautions or convictions under the Rehabilitation of Offenders Act 1974?   Please tick the appropriate box: Yes  No | |
| Date: | Please provide details below: |
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| --- | --- |
| 1. 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?   Please tick the appropriate box: Yes  No | |
| Date: | Please provide details below: |
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| --- | --- |
| 1. Have you ever been disqualified from work with children, young adults or adults at risk, or subject to any other sanctions imposed by a regulatory body?   Please tick the appropriate box: Yes  No | |
| Date: | Please provide details below: |
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| --- | --- |
| 1. Have you ever been the subject of any disciplinary investigation and/or sanction by an organisation due to concerns about your behaviour towards children?   Please tick the appropriate box: Yes  No | |
| Date: | Please provide details below: |
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| --- | --- |
| 1. (Teaching posts only) Are you, or have you ever been, prohibited from teaching by the TRA or sanctioned by the GTCE?   Please tick the appropriate box: Yes  No  Not applicable | |
| Date: | Please provide details below: |
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| --- | --- |
| 1. Have you lived or worked out the UK for more than 3 months in the last 5 years?   Please tick the appropriate box: Yes  No | |
| Date: | Please provide details below: |
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| --- | --- |
| 1. Are you subject to any sanctions relating to work with children in any country outside the UK?   Please tick the appropriate box: Yes  No | |
| Date: | Please provide details below: |
|  |  |

**Declaration**

I confirm that the information I have provided on this form is correct and complete and I understand that any false information could result in my application being rejected or, if appointed, in my dismissal from employment. I understand that any offer of employment made to me will be subject to an enhanced check with the Disclosure and Barring Service.

Signature: Ranjit Rhall Date: 18/06/24

# Appendix 1 – Disclosure of a Caution Guidance

(This includes reprimands and final warnings)

You should disclose the caution(s) as part of the self-disclosure form if invited to interview.

Were you under the age of 18 when the caution was issued?

(This includes reprimands and final warnings)

You are not required to disclose.

Yes

No

No

Yes

No

Yes

Is it 6 or more years since the caution was issued?

You should disclose the caution(s) as part of the self-disclosure form if invited to interview.

Is the caution for a specified offence?

<https://www.gov.uk/government/publications/dbs-list-of-offences-that-will-never-be-filtered-from-a-criminal-record-check>

**Appendix 2 – Disclosure of a Conviction Guidance**

Please work this through for each conviction you have separately even if they were part of the same legal proceedings.

Yes

Yes

No

No

Yes

Yes

Yes

No

Yes

No

Was the conviction more than 11 years ago?

Was the conviction more than 5 ½ years ago?

No

No

Did you receive a custodial sentence or suspended custodial sentence as a result of the conviction?

Were you under the age of 18 at the time of the court decision?

You should disclose the conviction(s) as part of the self-disclosure form if invited to interview.

You are not required to disclose.

You should disclose the conviction(s) as part of the self-disclosure form if invited to interview.

Is the conviction(s) for a specified offence?

<https://www.gov.uk/government/publications/dbs-list-of-offences-that-will-never-be-filtered-from-a-criminal-record-check>

Is the conviction(s) currently ‘spent’ under the Rehabilitation of Offenders Act 1974?

<https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/945449/rehabilitation-of-offenders-guidance.pdf>