

CONFIDENTIAL



REHABILITATION OF OFFENDERS ACT 1974 – DISCLOSURE FORM

This disclosure form is supplementary to the relevant section relating to the Rehabilitation of Offenders Act 1974, of the relevant CES Application Form.

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

1. In accordance with statutory requirements certain pre-employment checks are conducted for positions that involve work with vulnerable groups, specifically children and vulnerable adults.
2. 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 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.
3. Having a criminal record will not automatically bar you from employment or voluntary work with us.

As the position you are applying for 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 Service website.

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 and a referral to the Police may be made.

It is an offence to knowingly apply for, offer to do, accept, or do any work in a regulated position if you have been disqualified from working with children.

Any offer of employment will be subject to checks being carried out in order to ensure that you are not subject to a prohibition order or an interim prohibition order.

Failure to complete this form may render your application invalid.

Full Name:

Date of Birth:

Post Applied for:

Please check the appropriate box to indicate whether 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 (as amended in 2013):

No: ☐ Yes: ☐

If you have answered yes to the question above, please set out the following details below:

- Date of each conviction / pending hearing / reprimand / warning;
- The offence;
- The sentence; and
- The Police Force / Court involved.

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

SIGNATURE :

DATE :

Request for Your Consent to Process Your Data

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.

Important information regarding your consent

1. We are All Saints Catholic College, Huddersfield.
2. To the extent that you have disclosed any criminal records information on this form, your information may be shared with OFSTED/Estyn and the Local Authority Designated Officer for child protection matters (the LADO). As a Catholic education provider, we work closely with the Diocese of Leeds with whom we may be required to share the information you have provided on this form.
3. The person responsible for data protection within our organisation is RADCat Ltd and you can contact them with any questions relating to our handling of your data. You can contact them by emailing info@radcat.co.uk.
4. 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/in a child centred environment.
5. 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.
6. 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 the School's data retention policy. In addition, we shall document and retain records of relevant guidance/advice received by OFSTED/Estyn and/or the LADO and any other appropriate third party.¹
7. If you are unsuccessful and you have disclosed criminal records information which could disqualify you from working with children/in a child centred environment, we shall share

¹ See paragraph 2.

the information you have provided on this form with OFSTED/Estyn and/or the LADO and any other appropriate third party.²

8. 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.
9. We will keep a record of your consent as evidence that we have obtained your consent to collect and process the data you have provided on this form.
10. You have the right to withdraw your consent at any time and can do so by informing our organisation's Data Protection Officer (see paragraph 3 above) that you wish to withdraw your consent.
11. 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.
12. To read about your individual rights you can refer to our fair processing notice and data protection policies.
13. To complain about how we have collected and processed the information you have provided on this form, you can make a complaint to our organisation by writing to the Chair of Governors, Mr C L'Estrange, c/o the school address. If you are unhappy with how your complaint has been handled you can contact the Information Commissioners Office via their website at www.ico.org.uk.

Request for your consent

Please ensure that you read paragraphs 1-13 above and raise any relevant questions before providing your consent below:

- I confirm that I have read and understood paragraphs 1-13 above and that I have been offered the opportunity to raise any relevant questions: Yes ☐ No ☐
- Please check this box if you have any objection to our collecting and processing your personal information as described in paragraphs 1-13 above ☐
- I agree to my personal data being shared as stated in paragraphs 2, 6 and 7 above:
Yes ☐ No ☐

² Ibid

CONFIDENTIAL**MODEL RECRUITMENT MONITORING INFORMATION FORM**

THE INFORMATION PROVIDED BY YOU WILL BE USED FOR MONITORING AND STATISTICAL PURPOSES ONLY AND WILL NOT SUPPLEMENT OR FORM PART OF YOUR APPLICATION, THE SELECTION CRITERIA USED OR THE SELECTION PROCESS GENERALLY.

You are not obliged to complete this form but, if you do so, it will help us to fulfil our duties under the Equality Act 2010 to eliminate unlawful discrimination, harassment and victimisation, to promote and advance equality of opportunity and to foster good relations between people who share a relevant “protected characteristic” and those who do not. “Protected characteristics”, as defined by the Equality Act 2010, are age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation.

Post title:

School:

Date of birth:

GENDER

Female ☐

Male ☐

Prefer not to say ☐

COUNTRY OF BIRTH

My country of birth is:

ETHNIC ORIGIN

I would describe my ethnic origin as:

1. White

British ☐ English ☐ Scottish ☐ Welsh ☐

Irish ☐ European ☐ Non-European ☐

Any other White background (please specify):

2. Black or Black British

African ☐ Caribbean ☐

Any other Black background (please specify):

3. Mixed Background

White and Asian ☐ White and Black Asian ☐ White and Black Caribbean ☐

Any other mixed background (please specify):

4. Asian and Asian British

Bangladeshi ☐ Indian ☐ Pakistani ☐

Any other Asian background (please specify):

5. Chinese and Chinese British

Chinese ☐

Any other Chinese background (please specify):

6. Other ethnic group

Please specify:

RELIGION

I would describe my religion as:

None ☐ Catholic ☐ Other Christian ☐ Buddhist ☐
 Hindu ☐ Jewish ☐ Muslim ☐ Sikh ☐

Any other (please specify):

DISABILITY

The legal definition of disability is ‘a physical or mental impairment which has a substantial and long-term adverse effect on a person’s ability to carry out normal day to day activities. Some specific conditions deemed to be disabilities include HIV, cancer, multiple sclerosis and severe disfigurements.

Do you have a disability, long-term illness (mental or physical), and/or on-going medical condition that we should be aware of:

Yes: ☐ No: ☐

Request for Your Consent to Process Your Data

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. **Please note that the completion of this form is voluntary and is not part of your application. There is no requirement for you to provide the information requested on this form.**

Important information regarding your consent

1. We are All Saints Catholic College, Huddersfield.
2. Being a Catholic education provider, we work closely with the Diocese of Leeds with whom we may share the information you provide on this application form. The reason for this is to enable the Diocese of Leeds to fulfil its role in supporting its schools and exercising the Bishop’s and Trustees’ responsibilities (including oversight of its provision).
3. The person responsible for data protection within our organisation is RADCat Ltd and you can contact them with any questions relating to our handling of your data. You can contact them by emailing info@radcat.co.uk.
4. We require the information we have requested on this form in order to fulfil our duties under the Equality Act 2010, namely for statistical and equal opportunity monitoring purposes. As part of our duties under the Equality Act 2010 we will share the information you provide with the Local Authority as part of their annual workforce audit.

5. To the extent that you have shared any special categories of personal data³ this will not be shared with any third party except as detailed in paragraphs 2 and 4 above, unless a legal obligation should arise.
6. We shall retain the information you have provided on this form for a period of 6 months to enable equal opportunity monitoring to take place.
7. We will keep a record of your consent as evidence that we have obtained your consent to collect and process the data you have provided on this application form.
8. You have the right to withdraw your consent at any time and can do so by informing our organisation's Data Protection Officer (see paragraph 3 above) that you wish to withdraw your consent.
9. To read about your individual rights you can refer to our fair processing notice and data protection policies.
10. If you wish to complain about how we have collected and processed the information you have provided on this form, you can make a complaint to our organisation by writing to our Chair of Governors, Mr C L'Estrange, c/o the school address. If you are unhappy with how your complaint has been handled you can contact the Information Commissioner's Office via their website at www.ico.org.uk.

Request for your consent

Please ensure that you read paragraphs 1-10 above and raise any relevant questions before providing your consent below:

- I confirm that I have read and understood paragraphs 1-10 above and that I have been offered the opportunity to raise any relevant questions: Yes ☐ No ☐
- Please check this box if you have any objection to our collecting and processing your personal information as described in paragraphs 1-10 above ☐
- I agree to my personal data being shared as stated in paragraphs 2 and 4 above: Yes ☐ No ☐

³ Article 9(1) GDPR sets out the special categories of personal data as follows: "*personal data revealing racial or ethnic origin, political opinions, religious or philosophical beliefs, or trade union membership, and the processing of genetic data, biometric data for the purpose of uniquely identifying a natural person, data concerning health or data concerning a natural person's sex life or sexual orientation....*"