

As the Academy meets the requirements in respect of exempted questions under the Rehabilitation of Offenders Act 1974, the successful applicant(s) to this post will be subject to a DBS check from the Disclosure and Barring Service before the appointment is confirmed. This check will include details of both spent and unspent convictions, as well as cautions, reprimands, final warnings and non-conviction information from local police records if it is thought to be relevant to the position being applied for.

Please note that having an unspent conviction will not necessarily bar you from employment with the Academy. This will depend on the circumstances and background to your offence(s).

Applicants invited for interview for this post should note that and other associated information will be discussed at the interview in order to assess job-related risks. To facilitate this process applicants will be advised to submit appropriate written details and dates of any criminal convictions and other associated information in confidence to a named person responsible for ensuring the security and confidentiality of any information supplied.

Details regarding the procedure for applying for an Enhanced Disclosure will be forwarded to the successful applicant for the position with the offer letter of appointment.

Therefore, in order to help us process your application we require the following declaration to be completed:

I declare that I,
(please print your initials and surname)

- am not on the relevant barred lists (a Department for Education list of people whose employment has been barred or restricted on grounds of misconduct or on medical grounds);
- am not disqualified from work with children;
- am not subject to sanctions imposed by a regulatory body (for example the DfE);
- have no criminal convictions, cautions or bindovers;
- am not known to the police and children's social care
- will inform the Headteacher/Board of Trustees immediately in the event of any of the above clauses becoming applicable during the course of my employment with the Academy.

Signed: Dated:

Please can you return the signed form to the Administration Manager. **If you are unable to confirm all of the above**, we ask that you do not sign the declaration but that you provide written details to the Trust HR Manager, c/o Shelley College, Huddersfield Road, Shelley, Huddersfield HD8 8NL in an envelope marked private and confidential. This will be discussed with you if you are invited for interview.

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