**Confidential Declaration**

**Criminal Convictions**

As the position for which you are applying involves substantial opportunity for access to children, it is important that you provide us with legally accurate answers. Upfront disclosure of a criminal record may not debar you from working or volunteering at Farleigh School as we shall consider the nature of the offence, how long ago and at what age it was committed and any other relevant factors.

When submitting a confidential statement, please submit it in confidence in a separate email marked “CONFIDENTIAL” to the HR Officer at hr@farleighschool.com or if applying via postal application in a sealed envelope which will be seen and then destroyed by the HR Officer.

If you would like to discuss this beforehand, please telephone in confidence to the HR Manager for advice on 01264 712863.

Please disclose any unspent convictions, cautions, reprimands or warnings.

Please note that the amendments to the Exceptions. Order 1975 (2013) provide that certain spent convictions and cautions are 'protected' and are not subject to disclosure and cannot be considered. Guidance and criteria on the filtering of these cautions and convictions can be found at the Disclosure and Barring Service website [www.gov.uk/dbs](http://www.gov.uk/dbs).

More information is also available <https://www.gov.uk/tell-employer-or-college-about-criminal-record>.

You should be aware that the school will institute its own checks with the Disclosure and Barring Service for successful candidates.

Failure to declare any convictions (that are not subject to DBS filtering) may disqualify you from working at Farleigh School or result in the termination of your employment if the discrepancy subsequently comes to light.

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| --- | --- |
| **I have nothing to declare** [ ]  | **I enclose a confidential statement** [ ]  |
| (please click or tick as appropriate) |

***I further declare that -***

* I have not been disqualified from working with children
* I am not named on the DBS Children’s Barred List or the Protection of Children Act List
* I am not subject to any sanctions imposed by a regulatory body (such as the Teacher Regulation Agency)

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| **I hereby declare that all the information I have given on this form is correct to the best of my knowledge. If these requirements are not followed and this is discovered following appointment, I understand that this would constitute grounds for dismissal.**  |
| **Signed:** | **Date:**  |