

# Self-Declaration Form



Truro and Penwith  
**Academy Trust**

Please complete the Self-Declaration Form and place it in a **separate sealed envelope** with **'Self-Declaration Form'** and **your name** on the front.

For job applicants, this information will not be considered when shortlisting but will be considered during the interview process.

## Section A

### Declaration of Criminal Convictions

This post is covered by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975. You are therefore required to declare whether you have any criminal convictions (or cautions, reprimands or warnings) including those which are 'spent'. 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.

**Please therefore only include details of old and minor cautions, convictions, reprimands and warnings in accordance with the DBS filtering rules relating to such offences. Details of the filtering rules can be found in the attached Applicants Guidance Notes or from [www.gov.uk/dbs](http://www.gov.uk/dbs).**

Do you have any unspent conditional cautions or convictions under the Rehabilitation of Offenders Act 1974 or do you have any charges pending?

Yes / No

If yes, please provide details:

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 or do you have any charges pending?

Yes / No

If yes, please provide details:

Have you ever been barred or restricted from working with children and/or vulnerable adults?

Yes / No

If yes, please provide details:

Any subsequent offer of employment will be subject to a criminal record check (disclosure request) from the Disclosure and Barring Service (DBS). This check will include details of cautions, reprimands or final warnings as well as convictions that are not protected. Appointment will be subject to the information received from the DBS.

I accept that if any of the information is found to be false or misleading I will be disqualified from appointment. I understand that any subsequent offer of employment will be subject to the outcome of a criminal record check from the DBS that TPAT will request my authorisation for, so that such a check can be made.

<b>Signature:</b>		<b>Date:</b>	
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## SECTION B

### Childcare Disqualification Declaration

**If the following does not apply to you, please move on to section C**

[Disqualification under the Childcare Act 2006](#) applies to all schools and settings who provide childcare and/or are directly concerned with the management of early years childcare or later years childcare (children above reception age but have not attained the age of 8). If you are in a role that falls within the categories below then you are required to provide information relating to your suitability:

- staff who work in early years provision (including teachers and support staff working in a school nursery and reception classes);
- staff working in later years provision for children who have not attained the age of 8 including before school settings, such as breakfast clubs, and after school provision;
- staff who are directly concerned in the management of such early or later years provision.

You are also required to provide relevant information about any person who lives or works in the same household as you which may disqualify you 'by association'.

Have you ever been disqualified from caring for a child, including your own child? (which are referred to in <a href="#">regulation 4</a> and listed at <a href="#">schedule 1</a> of 2009 Regulations)	Yes / No
Have you ever had your registration refused or cancelled relating to childcare, or children's homes, or been prohibited from private fostering? (as specified in <a href="#">schedule 1</a> of the 2009 Regulations)	Yes / No
Do you have any unspent convictions for certain violent and sexual criminal offences against children and/or adults? <a href="#">(See Table A – relevant offences)</a>	Yes / No
Have you ever been barred from working with children?	Yes / No
Have you ever committed an offence overseas which would constitute an offence regarding disqualification under the 2009 Regulations if it had been done in any part of the United Kingdom?	Yes / No

## SECTION C

### Further Information and Declaration

If you have answered yes to any of the above questions, please provide further information below:

#### Declaration:

I confirm that the information I have declared above is correct and I accept that if any of the information I provide is found to be false or misleading I may be disqualified from appointment.

I understand that I have a duty to inform my employer should any of this information change at any time during my employment. I understand that any subsequent offer of employment will be subject to the satisfactory outcome of all required safeguarding, vetting and barring checks.

**Signature  
(applicant):**

**Date:**

Print Full Name:

Please sign and date if you are returning the form by post. If returning by email, you will be asked to sign a copy before any offer of employment is made.

If you have completed this form on behalf of the applicant, please add your details:

Name (printed):

Contact Number:

**Thank you** for taking the time and effort to complete this form.

Please return this form in a sealed envelope to the School Administrator. For all job applicants, please return this form, together with all other related documents including the completed **application form** and **equal opportunities monitoring form**, to the address provided on the advertisement/covering letter.

TPAT is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.