



CONFIDENTIAL: Shortlisting - Employment - Self-Declaration Form

Please do **NOT** return with your application form. We will request this information from you **ONLY** if you are shortlisted for interview.

Candidate's name:	
Post Title:	
School:	

Please answer the questions and sign the declaration below to demonstrate that you are safe to work with children. If there are any aspects of the declaration that you are not able to meet, you should disclose this immediately to the Headteacher/manager responsible for your recruitment process.

Please circle yes or no against each question

Have you been cautioned, subject to a court order, bound over, received a reprimand or warning or found guilty of committing any offence? Please refer below for information about what should be disclosed. https://www.gov.uk/government/publications/dbs-filtering-guidance/dbs-filtering-guide	Yes/ No
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Are you disqualified from caring for children or included on the Children's Barred List? Please answer the questions below

Have you been convicted of an offence against a child (for example murder, kidnapping, rape, indecent assault, assault causing actual bodily harm etc)?	Yes/ No
Are you included on the barred list of persons considered unsuitable to work with children, which is held by the Disqualification and Barring Service (DBS)?	Yes/ No
Have you been prohibited from teaching?	Yes/No
Have you been prohibited from taking part in the management of an independent school?	Yes/No
Are you known to the police and children's services local authority social care?	Yes/ No

Have you been refused registration as a childminder, foster parent, nursery owner or children’s home provider, or had your registration cancelled?	Yes/ No
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Other information required

Please provide information of any volunteering or other work (either paid or unpaid) that you currently undertake (include role, name of employer/ organisation, address)

Declaration

• I understand that if I fail to provide a true and accurate information on this form, and disclose all information regarding my suitability to care for children, that my employee may have the right to terminate my employment, subject to my contract of employment

Candidate’s signature		Date	
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Short Listing - Produced in line with KCSIE 2023

216. Shortlisted candidates should be asked to complete a self-declaration of their criminal record or information that would make them unsuitable to work with children. Self-declaration is subject to Ministry of Justice guidance on the disclosure of criminal records, further information can be found on GOV.UK For example:

- if they have a criminal history
- whether they are included on the children’s barred list
- whether they are prohibited from teaching
- whether they are prohibited from taking part in the management of an independent school
- information about any criminal offences committed in any country in line with the law as applicable in England and Wales, not the law in their country of origin or where they were convicted
- if they are known to the police and children’s social care
- have they been disqualified from providing childcare (see paras 263-267); and,
- any relevant overseas information.

217. This information should only be requested from applicants who have been shortlisted. The information should not be requested in the application form to decide who should be shortlisted.