Appendix A: Schools Criminal Records Declaration Form

Jobs exempt from the Rehabilitation of Offenders Act

This form must be completed by all applicants; if you do not complete it, we cannot process your application. The information disclosed on this form will be used for recruitment purposes only. The form will not be kept with your application form during the application process.

The recruiting manager will only have access to this information after shortlisting is completed and will ask questions in relation to criminal records at the interview. If successful, a verification record will be held on the school single central record and this form will be securely destroyed six months after appointment. If unsuccessful, this form will be securely destroyed six months after the interview date.

You have rights under Data Protection law. For further details, please see our Data Protection web page: [https://www.sheffield.gov.uk/privacy](https://www.sheffield.gov.uk/content/sheffield/home/your-city-council/data-protection.html)

**Policy statement on recruiting applicants with criminal records**

We recognise the contribution that people with criminal records can make as employees and volunteers and welcome applications from them. A person’s criminal record will not, in itself, debar that person from being appointed to this post. Any information given will be treated in the strictest confidence. Suitable applicants will not be refused posts because of offences which are not relevant to, and do not place them at or make them a risk in, the role for which they are applying.

This post is exempt from the Rehabilitation of Offenders Act 1974 and therefore applicants are required to declare:

* All unspent convictions and conditional cautions
* All spent convictions and adult cautions that are not protected (i.e. that are not filtered out) as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2020).

For further information on filtering, please refer to [Nacro guidance](https://www.nacro.org.uk/criminal-record-support-service/).

All cases will be examined on an individual basis and will take the following into consideration:

* Whether the conviction is relevant to the position applied for.
* The seriousness of any offence revealed.
* Your age at the time of the offence(s).
* The length of time since the offence(s) occurred.
* Whether the applicant has a pattern of offending behaviour.
* The circumstances surrounding the offence(s), and the explanation(s) provided.
* Whether your circumstances have changed since the offending behaviour.

It is important that applicants understand that deliberate attempts to conceal the information requested in this form could result in disciplinary proceedings or dismissal. Further advice and guidance on disclosing criminal records can be obtained from [Nacro’s Criminal Record Support Service](https://www.nacro.org.uk/criminal-record-support-service/).

Criminal record declaration form (exempt positions)

|  |  |  |  |
| --- | --- | --- | --- |
| **Surname:** |  | **Forename:** |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Job Vacancy Title** |  | **Job Application Reference No.** |  |

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| --- |
| 1. Are you barred from working with children?   **Yes  No**  If you have answered yes to the above, you are not eligible to work with children.   1. Are you barred from working with vulnerable adults   **Yes  No**  If you have answered yes to the above, you are not eligible to work with adults with additional needs.   1. Do you have any unspent convictions or conditional cautions?   **Yes  No**   1. Do you have any spent adult cautions (simple or conditional) or convictions that are not ‘protected’ as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended)?     **Yes  No**  If you have answered no to the above, please sign and return your form.  If you have answered **yes** to question three and/or four, please provide details of your criminal record in the space below and email with your application form. This Declaration form will be saved in a separate, secure folder. It will only be made available to the recruiting manager, if you have been shortlisted for the job. |
| **DECLARATION**  I declare that the information provided on this form is correct. I understand that the declaration of a criminal record will not necessarily prevent me from being offered this role at Sheffield City Council  **Signed:** **Date:** |