

This section is not used as part of the shortlisting process. This section should be returned with the application form in a separate, sealed envelope marked CONFIDENTIAL – HR DEPARTMENT.

If you are applying by email this section should be sent in a separate email.

### CRIMINAL RECORDS CHECK

In connection with any appointment within this school we need to ask the following questions:

1. Have you ever been issued with a personal warning or caused your name to be included on List 99 which names those who may not be employed in schools? Yes/No (please delete as appropriate)
2. You are required to declare any convictions or cautions you may have had, regardless of how long ago. Have you ever been convicted of a criminal offence? Yes\*/No

If yes, please give details of conviction: .....

.....  
*\* (Answering **yes** does not necessarily debar you from appointment. If **Yes**, you are required to give details as the post for which you are applying is exempt from the provisions of Section 4(2) of the Rehabilitation of Offenders Act 1974 by virtue of the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 as amended. A subsequent offer of appointment will be dependent upon the completion of a satisfactory Disclosure and Barring Service Check and references.)*

I hereby certify that the entries on this form are complete and correct to the best of my knowledge. I understand that, should I have deliberately made a false statement on this form, my future employment could be jeopardised or even terminated.

**I agree that if my application is successful a DBS check for criminal convictions/actions will be made.**

Name: \_\_\_\_\_ Position Applied for: \_\_\_\_\_  
(BLOCK CAPITALS PLEASE)

Signed: \_\_\_\_\_ Date: \_\_\_\_\_