

STRICTLY CONFIDENTIAL

HAMPSHIRE COUNTY COUNCIL – EDUCATION DEPARTMENT

Employment checks in respect of application for appointment involving working with children.

Details overleaf to be complete by all candidates (or volunteer) and submitted with application form.

In accordance with statutory requirements and Hampshire County Council policy employment checks are conducted for positions involving working with children (including young people and vulnerable adults). Information obtained through this process will be used for the protection of these groups and not to discriminate unfairly against those with convictions which are irrelevant or unrelated to this application. This process will be protected against HCC policy and the Criminal Records Code of Practice.

It is a criminal offence to apply for a position working with children if you are excluded from such work by virtue of a court order or exclusion by the Department for Education and Skills or Department of Health. This applies to all work, paid or unpaid and under a contract or otherwise. Your signature at the end of this form will be regarded as confirmation that you are not excluded from working with children.

The position for which you are applying, with the privileged access it gives to children, is also an exempted occupation under the Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975. **This means that you must disclose spent convictions and specifically you are required to indicate whether you have convictions and/or cautions, reprimands or warnings on the reverse side of this sheet.**

We will, through the Criminal Records Bureau, make a check to establish any Criminal/caution record upon offer of appointment. Accordingly, **successful** applicants will be required to complete a Criminal Records Bureau disclosure form. Appointment to the position for which you have applied will be subject to completion of a satisfactory Criminal Records Bureau check at the following level:

Enhanced disclosure

Standard Disclosure

If you have any queries concerning the requirements for positions working with children, young people or vulnerable adults or the Criminal Records Bureau disclosure process please contact the recruiting school/section or a member of Education Personnel Services for further information.

To be completed by applicants for positions working with children and returned with application form.

Name (in full) _____
(Please complete in block capitals)

Date of Birth _____

Are you currently an employee of Hampshire County Council ?

YES

NO

Have you been subject to a Criminal Records Bureau Disclosure process within the last three months ?

YES

NO

Have you been convicted at a Court or Cautioned by the police for any offence at anytime?

YES

NO

If yes, please provide details of **spent and current** conviction(s) or caution or reprimands or warning including date(s), Court or Police who dealt with the matter (continue on a separate sheet if necessary):

Declaration: I understand that this work is subject to a criminal Records Bureau disclosure process and I am aware that spent convictions will be disclosed. I hereby confirm I am not excluded from working with children and that the information I have given above is true.

Signature _____ Date _____