

Pontefract Academies Trust



Declaration Form - All Posts

Candidate Reference Number: For office use only	
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PRIVATE & CONFIDENTIAL

Introduction

The information provided will not form part of the short listing process but will enable us to meet our statutory requirement for the safeguarding of children.

Fill in the form by entering your replies in the empty boxes next to or below the questions. Where you are asked to select from a number of choices, indicate your choice by entering an X next to the option you have selected.

Safeguarding Children and Young People

We are committed to safeguarding and promoting the welfare of children and young people. We expect all staff to share this commitment and to undergo appropriate checks. Any offer of appointment is subject to satisfactory DBS (Disclosure and Barring Service) Enhanced Disclosure check.

Have you ever been the subject of an investigation or enquiry into abuse of, or inappropriate behaviour with children or young people?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Are you aware of any police enquiries undertaken following allegations made against you, which may have a bearing on your suitability for this post?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Have you ever been dismissed by reason of misconduct from any employment, volunteering, office or other position previously held by you?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>

If you have answered yes to any of the above questions please give full details on a separate sheet if necessary.

Criminal Convictions

Disclosure of a criminal background of those with substantial access to children is required.				
Have you ever received a reprimand, formal warning, caution or been convicted of a criminal offence?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Are you currently under investigation, awaiting trial, verdict or sentencing in any criminal proceeding?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>

Answering YES does not necessarily ban you from appointment. If YES you are required to give details as this post for which you are applying, is exempt from the provision of Section 4(2) of the Rehabilitation of Offenders Act 1974 by virtue of the Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975 (as amended). A subsequent offer of appointment will be dependent upon the completion of a satisfactory enhanced DBS application. In the event of employment, any failure to disclose such convictions could result in dismissal or disciplinary action by the School.¹

Date	Offence	Sentence
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If YES, please include details of the employment, office or position held, the date that you were dismissed and the nature of allegations of misconduct made against you.

Disclosure of Relationship

Are you related to, or know personally, any Pontefract Academies Trust employee?

Yes No

If Yes, please state the name, relationship and position held.

□□□□□

I declare that to the best of my knowledge the information provided on this form is accurate and I give my consent to the Trust to make such reasonable enquiries as it thinks fit in respect of the information and details given in this application.

Signature	Date:
Please print your name:	

If this form is returned electronically you are confirming that the information is true and accurate and to the best of your knowledge. If you are short listed for this post you will be required to sign your application form prior to interview.

¹ See notes at the end of the form

Rehabilitation of Offenders Act 1974

We ask for details of any unspent criminal convictions you may have. If you have an unspent criminal conviction we will look at it in relation to the job you have applied for before making a decision. We will treat it in the strictest confidence. Failure to disclose any “unspent” or “spent” (if relevant) convictions may result in the offer of employment being withdrawn. If already appointed you could be dismissed without notice.

There are specific job categories which are exempt under the provisions of the Act. This means that you must declare “spent” or “unspent” convictions for work in these categories. If you are applying for a job in any of the following categories, you **MUST** disclose all details of any caution or criminal offence:

- Work involving access to children, for example, school based staff.
- Work involving the provision of services to persons under the age of 18 which includes social services, care, leisure and recreational facilities and the provision of accommodation.
- Work involving the provision of social services to persons:
 - Over the age of 65
 - Suffering from serious illness or mental disability of any description
 - Addicted to alcohol or drugs
 - Who have a sensory impairment
 - Who are substantially and permanently disabled by illness, injury or congenital deformity.

Any information you give will be strictly confidential.

Rehabilitation Periods

The following sentences are deemed as never being “spent” and **MUST** be declared:

- Imprisonment for life
- Imprisonment, youth custody, detention in a young offender institution, or corrective training for a term exceeding 30 months
- Preventive detention
- Detention during Her Majesty’s pleasure or for life or under s.205(2) or (3) of the Criminal Procedure (Scotland) Act 1975, or for a term exceeding 30 months passed under s.53 of the Children and Young Persons Act 1993 (young offenders convicted of grave crimes), or under the Act of 1975 (detention of children convicted on indictment), or a corresponding court martial punishment;
- Custody for life.

The following list includes sentences which are subject to rehabilitation under the Rehabilitation of Offenders Act:

For a sentence of imprisonment, or youth custody or detention in a young offenders’ institution, or corrective training for a term exceeding 6 months but not exceeding 30 months	10 years
For a sentence of imprisonment, or youth custody or detention in a young offenders’ institution, or corrective training for a term not exceeding 6 months	7 years
For a sentence of imprisonment of 6 months or less	7 years
For a sentence of borstal training	7 years
For a fine or other sentence (e.g. a community service order) for which no other rehabilitation period is prescribed	5 years

For an absolute discharge	6 months
For a probation order, conditional discharge or bind over; and for fit person orders, supervision orders or care orders under the Children and Young Persons Act (and their equivalents in Scotland)	1 year, or until the order expires (whichever is the longer)
For detention by direction of the Home Secretary: From 6 months to 2.5 years. From 6 months or less. For a detention centre order not exceeding 6 months. For a remand home order, an approved school order, or an attendance order.	5 years 3 years 3 years. The period of the order and a further year after the order expired.
For a hospital order under the Mental Health Acts	The period of the order plus a further two years after the order expires five years from the date of conviction whichever is the longer
The following rehabilitation periods are for specific types of military punishment, with these rehabilitation periods being halved for offenders under the age of 17 at conviction.	
For cashiering, discharge with ignominy or dismissal with disgrace.	10 years
For simple dismissal from the service	7 years
For detention	5 years