

OXFORDSHIRE COUNTY COUNCIL SELF DECLARATION FORM

Congratulations on being shortlisted. Please bring this disclosure in a sealed envelope to interview or return by email at least one day prior to interview.

PLEASE COMPLETE USING BLACK INK OR TYPE.

APPLICATION FOR THE POST OF:
SERVICE/SCHOOL:
JOB REF. NUMBER: (where available)
SURNAME:
TITLE:
FORENAME(S):
E-MAIL ADDRESS:
MOBILE:

Criminal information - Rehabilitation of Offenders Act 1974

Having a criminal record will not necessarily bar you from employment as the Council will take account of the relevance, the circumstances and the background of your offence(s). The Council has a Policy on Criminal Record Checking which meets the Disclosure & Barring Service (DBS) Code of Practice and complies with the requirements in respect of exempted questions under the Rehabilitation of Offenders Act 1974. The DBS Code of Practice is available at <https://www.gov.uk/government/publications/dbs-code-of-practice>

If the post you are applying for is 'exempt' from the Rehabilitation of Offenders Act 1974 you are required to declare any convictions, cautions, reprimands and final warnings that are not "protected" (i.e. filtered out) as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013). Please refer to the job summary to check whether this requirement applies for the post you are applying for. The amendments to the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013 and 2020) provides that when applying for certain jobs and activities, certain convictions and cautions are considered 'protected'. This means that they do not need to be disclosed to employers, and if they are disclosed, employers cannot take them into account. Guidance about whether a conviction or caution should be disclosed can be found on the Ministry of Justice website.

If the post you are applying for brings you into contact with children, young people or vulnerable adults or for certain positions within the legal and financial fields you may be required to undergo a DBS Standard, Enhanced or Enhanced (including Barred List) Check before taking up your role. Those Checks will include details of convictions, cautions, reprimands and warnings which you may have received, even if they are regarded as 'spent' under the Rehabilitation of Offenders Act 1974. You must also (where appropriate) let us know immediately of any changes in your circumstances which will have an impact on your criminal record.

Please refer to the job description or interview letter to confirm the level of DBS Check that may be required to be undertaken as part of the application and selection process and please answer the question below on that basis.

Standard / Enhanced DBS Checks required for the post:

Do you have any convictions or cautions (excluding youth cautions, reprimands or warnings) that are not 'protected' as defined by the [Ministry of Justice](#)? **Yes** **No**

If you have answered yes: Please provide details of your criminal record in the space below.

- 1) Are you the subject of any sanctions by the Teaching Regulation Agency (e.g. Prohibition Order Check)? **Yes / No**
- 2) Have you been disqualified under the terms of the Childcare (Disqualification) Regulations 2009 as amended in 2018 (this declaration is relevant only for employees who will be caring for children under age 8 as defined in the above legislation)? **Yes / No**

3) The following declarations are required as you are applying to undertake Regulated Activity with either children or adults. If you are in doubt about this requirement, please refer to the job description or interview letter.

(a) Declaration for applicants into Regulated Activity with Children and Young People:

(b)

Have you been barred from working with children by the DBS, Independent Safeguarding Authority (ISA) or any other organisation? **Yes / No**

(c) Declaration for applicants into Regulated Activity with Adults (for posts within Special Schools only):

Have you been barred from working with adults by the DBS, ISA or any other organisation? **Yes / No**

Failure to disclose any of the above information which is relevant or required could result in disciplinary action (including dismissal) by the Council.

Signed:

Date: