



Hazelwood School

Self-disclosure form – Parts 1, 2 and 3

Please read the following instruction before completing the attached forms

- PART 1 – Candidate to complete top section only and return with application
- PART 2 – Candidate to complete, place in an envelope marked **Confidential Disclosure** and return with application. Please note that the envelope will only be opened if shortlisted.
- PART 3 - At this stage this is for information only, you will be required to complete this form if you are appointed, but you should be fully aware of the questions asked. All staff are required to complete a new declaration at the start of each academic year.

Please note that when applying for a position at Hazelwood School and Nursery you must ensure that:

All information given is true and that nothing relevant has been omitted. It is an offence to knowingly give false information and if proven could result in the application being rejected, or a summary dismissal if the applicant has been selected, with possible referral to the police.

Self-disclosure form: Part 1



Hazelwood School

This form is partly to be completed by the candidate and returned with the application and partly to be completed by a designated member of Hazelwood, on interview day, if selected.

Private and confidential

TO BE COMPLETED BY THE CANDIDATE AND RETURNED WITH APPLICATION	
Name of candidate/person:	
Previous name(s):	
Address and postcode:	
Telephone/mobile no:	
Date of birth:	
Gender:	Male / Female

TO BE COMPLETED ON INTERVIEW DAY BY A DESIGNATED MEMBER OF HAZELWOOD STAFF	
Identification (tick box below):	
<input type="checkbox"/>	I confirm that I have seen identification documents relating to this person, and I confirm to the best of my ability that these are accurate.
1. UK passport with details of issuing office or non-UK passport with work permit/visa	
2. UK photo-card driving licence and paper counterpart	
3. Proof of National Insurance number or current work permit number	
4. Proof of home address and postcode	
Signature of authorised employing officer:	
Print name:	
Date:	

Self-disclosure form: Part 2



Hazelwood School

For completion by the candidate

The role you are applying for has the potential to involve frequent or regular contact with, or responsibility for children. A DBS check will also be required, if appointed, along with a Barred List check if appropriate.

All information you provide will be treated as confidential and managed in accordance with relevant data protection legislation and guidance. You have a right of access to information held on you under the Data Protection Act 1998.

Have you ever been known to any children's services department or to the police as being a risk or potential risk to children?	Yes / No
If yes, please provide further information:	
Have you been the subject of any disciplinary investigation and/or sanction by any organisation due to concerns about your behaviour towards children?	Yes / No
If yes, please provide further information:	
Do you have any convictions, cautions, reprimands or final warnings that are not "protected" as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (Amended) 2013?	Yes / No
If yes, please provide further information:	
Confirmation of declaration (tick box below)	
<input type="checkbox"/>	I agree that the information provided here may be processed in connection with recruitment purposes and I understand that an offer of employment may be withdrawn or disciplinary action may be taken if information is not disclosed by me and subsequently come to the organisation's attention.
<input type="checkbox"/>	In accordance with the organisation's procedures if required I agree to provide a valid DBS certificate and consent to the organisation clarifying any information provided on the disclosure with the agencies providing it.
<input type="checkbox"/>	I agree to inform the organisation within 24 hours if I am subsequently investigated by any agency or organisation in relation to concerns about my behaviour towards children or young people.
<input type="checkbox"/>	I understand that the information contained on this form, the results of the DBS check and information supplied by third parties may be supplied by the organisation to other persons or organisations in circumstances where this is considered necessary to safeguard children.
Signature of candidate:	
Print name:	
Date:	

Self-disclosure form: Part 3



Hazelwood School

Disqualification by association

Staff Suitability Declaration

Name of staff member: _____

Position: _____

Please answer the questions and sign the declaration below to demonstrate that you are safe to work with children. If there are any aspects of the declaration that you are not able to meet, you should disclose this immediately.

Please circle yes or no against each bullet point.

Have you ever been cautioned, subject to a court order, bound over, received a reprimand or warning or found guilty of committing any offence since the date of your most recent enhanced DBS disclosure?	Yes	No
Have you been cautioned, subject to a court order, bound over, received a reprimand or warning or found guilty of committing and offence either before or during your employment at this setting?	Yes	No
Are you 'Disqualified for Caring for Children': (to include)	Yes	No
- Have you committed any offences against a child?	Yes	No
- Have you committed any offences against an adult (e.g. rape, murder, indecent assault, actual bodily harm etc)?	Yes	No
- Have you been barred from working with children (DBS)?	Yes	No
- Are you living with someone who has been barred from working with children (DBS)?	Yes	No
- Are you living in the same household as someone who has been disqualified from working with children under the Childcare Act 2006?	Yes	No
- Have your own children been taken into care?	Yes	No
- Have/are your own children the subject of a child protection order?	Yes	No
Has your name been placed on the DBS Barring list?	Yes	No
Do you have any medical conditions that could affect your ability to care for children?	Yes	No
Are you taking any medication on a regular basis or any other substances?	Yes	No

Please turn over the page to complete the declaration

If you have answered **YES** to any of the questions, please provide further information below:

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Please read the statements below and place a tick in each box before signing the declaration.

I understand my responsibility to safeguard children and am aware that I must notify my manager of anything that may affect by suitability.	<input type="checkbox"/>
I will ensure I notify my employer of any convictions, cautions, court orders, reprimands or warnings I may receive.	<input type="checkbox"/>
I will notify my employer if my situation at home changes and the answer becomes yes to some or all of the questions overleaf.	<input type="checkbox"/>
I am aware that if I am taking medication on a regular basis I must notify my employer, and must keep the medication in a safe place, out of reach of children.	<input type="checkbox"/>
I will ensure that I notify my manager if I experience any health concerns which could impact upon my ability to work with children.	<input type="checkbox"/>
I give permission for you to contact any previous settings, local authority staff, the police, the DBS, or any medical professionals to share information about my suitability to care for children.	<input type="checkbox"/>

Signed _____

Date _____