Safer Recruiting Additional Information Sheet

Recruit Schools

CONFIDENTIAL

Please complete the details below as appropriate for the position for which you are applying . This is in accordance with current guidance on safer recruiting practice in schools. If you are appointed, the information on this form will be stored on the school and WSCC HR computer files.

APPLICATION DETAILS:

Position Applied For	
Name of School	
Full Name	
Date of Birth	

ASYLUM AND IMMIGRATION ACT 1996:

We need to know that you are entitled to live and work in the UK. Please complete the section below:

National Insurance Number								
Do you have evidence of your entitlement to live and work in the UK? (see note below)							**Yes / No**	

As evidence of this entitlement candidates selected for interview will be asked to bring one of the following documents: original payslip, correspondence from the Inland Revenue or other Government Agency or National Insurance Card. This document should contain both your name and your National Insurance number. We will also need to see your Passport, Birth Certificate or other letter/permit/document confirming your right to live and work in the UK.

MEDICAL HISTORY:

All appointments will be subject to satisfactory medical clearance. To check your medical history to ensure that you are fit to undertake the duties of the position, candidates invited for interview will be asked to complete a pre-employment medical questionnaire and bring it sealed in the envelope provided to your interview / assessment. You may also be asked for further details of your medical history by the Occupational Health Physician or be required to undergo a medical examination. Only the form for the successful candidate will be processed. All forms from unsuccessful candidates will be confidentially destroyed.

Number of Days Sickness Absence Sickness absence may be discussed at interview.			
In the last year (counting back 12 months from today's date)		**In the 12 months previous to that**	

QUALIFICATION CHECKS:

We need you to provide proof of your qualifications and professional membership or registration where these are essential requirements for the job (these will be listed in the Person Specification). Candidates invited for interview will be required to bring the relevant documentation with you to the interview / assessment.

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CRIMINAL RECORD CHECK:
IMPORTANT: THE POSITION YOU ARE APPLYING FOR IS SUBJECT TO A CRIMINAL RECORDS BUREAU CHECK, PLEASE COMPLETE THE FOLLOWING SECTION

Positions Subject to a CRB Check	
CRIMINAL RECORDS. Because of the nature of the work, this position is exempt from the provisions of the Rehabilitation of Offenders Act 1974 and associated Order. You are therefore obliged to disclose details of any criminal record that you may have. You will have the opportunity to discuss these details during your interview / assessment. Criminal records will be taken into account for recruitment purposes only when the conviction/caution is relevant. Having convictions/cautions will not necessarily bar you from employment. This will depend on the circumstances and background to your offence. Information will be kept confidential and will only be used in relation to the application for the post. If you are successful in your application, you will be subject to a criminal record check from the Criminal Records Bureau before the appointment is confirmed. This will be done by means of requesting a "disclosure". Candidates invited for interview will be required to complete a Disclosure Application Form and **bring it and the original documents specified** to your interview / assessment. The level of disclosure required for this post will be identified in the recruitment information. Disclosures include details of cautions, reprimands or final warnings as well as convictions, spent or unspent.	
Have you ever had any convictions, cautions, reprimands or final warnings given by the police?	**Yes / No**
Are you subject to any current police proceedings or criminal investigations?	**Yes / No**
If "Yes", please give details on a separate sheet and attach in a sealed envelope marked "Confidential". Further information on disclosures can be obtained from the Criminal Records Bureau, PO Box 91, Liverpool L69 2UH, or by visiting their website at www.crb.gov.uk.	

DECLARATION:

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I declare that the information given here, and that contained in my application form, is true and accept that false information may result in my application being disqualified and if appointed could lead to dismissal. I understand that if appropriate, a criminal records check will be carried out.

Signature: ……

Date: ……...