Shortlisted Candidate Information Form

You should bring the completed and signed form with you to your interview along with any other information requested.

This form is in accordance with current guidance on safer recruiting practices in schools. If you are appointed, the information on this form will be stored on the computer files of the local authority (West Sussex County Council) and the school's HR system.

- This job/position is exempt from the Rehabilitation of Offenders Act 1974.
- Pre-employment checks will be carried out. These may include online searches (KCSiE 2023 paragraph 221).
- References will be sought.

This self-disclosure form has the following sections:

- Shortlisted candidate's details.
- Right to work in the UK.
- Qualifications, registration details and qualified teacher status (QTS) checks.
- Disclosure and barring service (DBS) checks.
- A self-disclosure declaration.
- Pre-employment medical questionnaire information.
- The overall declaration.

Shortlisted candidate's details

Job / position applied for	
Name of school	
Preferred title	
First name	
Last name	
Known as	
Previous name(s) if any	
Date of birth	DD/MM/YYYY

Right to work in the UK

If you are an external candidate you will need to bring to interview evidence of your right to work in the UK. For more detailed information on the documents required refer to the guidance on the UK government's Right To Work Checklist.

National Insurance Number	

Do you have evidence of your right to work in the UK?	Yes / No (delete as applicable)

Qualifications, registration details and qualified teacher status (QTS) checks

You will need to bring to interview proof of your qualifications and registration details, where these are essential requirements for the job.

If you are successful in obtaining a teaching role the following will be completed (a) a QTS check and (b) a check to ensure you are not prohibited from teaching.

Teacher Reference Number (TRN)	
Date of recognition as qualified teacher, QTS (if applicable)	DD/MM/YYYY

Disclosure and Barring Service (DBS) Checks

This school and the local authority (West Sussex County Council) are committed to safeguarding and promoting the welfare of children and we expect all staff to share this commitment.

You should note the following:

- This job/position is exempt from the Rehabilitation of Offenders Act 1974.
- Pre-employment checks will be carried out.
- References will be sought.
- Successful candidates will be subject to an enhanced DBS check and other relevant checks with statutory bodies.

As you have been shortlisted, you are required to declare any relevant convictions, adult cautions or other matters which may affect your suitability to work with children. As a result of amendments to the Rehabilitation of Offenders Act 1974 (exceptions order 1975) in 2013 and 2020, some minor offences are now protected (filtered) and should not be disclosed to potential employers, and employers cannot take these offences into account.

Should it be necessary, you will have the opportunity to discuss these details during your interview. Criminal records will only be taken into account for recruitment purposes and where the conviction is relevant to the position. As such, having convictions will not necessarily bar you from employment.

All information will be kept confidential and will only be used in relation to the application for this post.

If you are successful at interview you will be subject to an enhanced DBS check before the appointment is confirmed. There is a range of original documents you must provide and bring to your interview.

Additional Information

Further information on disclosures can be found on the Disclosure and Barring Service website.

DBS certificates include details of cautions, reprimands or final warnings as well as convictions, spent or unspent, that are not "protected" as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (Amendment) (England and Wales) Order 2020.

If you are unsure whether you need to disclose criminal information, you should seek legal advice or you may wish to contact Nacro (National Association for the Care and Resettlement of Offenders) or Unlock (a UK-wide charity supporting people with criminal convictions and campaigning against discriminatory practice) for impartial advice.

Refer to Guidance on the Rehabilitation of Offenders Act 1974 and the Exceptions Order 1975 and Filtering Rules For DBS Certificates for more detailed information.

DBS Information

Answer either "yes" or "no" to each question.

Are you registered with the DBS update service?	Yes / No
If "yes", do you give the school permission to complete a status check on your DBS certificate?	Yes / No
Original DBS certificate number	
Original DBS type and level (e.g., Enhanced with Children's barred list)	

Self-Disclosure

Answer either "yes", "no" or "not applicable" to each question.

Have you ever had any convictions, cautions, reprimands, or final warnings given by the police that are not protected?	Yes / No
Do you have any convictions or adult cautions that are unspent?	Yes / No
Are you subject to any current ongoing investigations or referrals undertaken by the Police, Disclosure and Barring Service or Teacher Regulation Agency?	Yes / No
Are you, or have you ever been, prohibited from teaching by the Teacher Regulation Agency or National College for Teaching and Leadership or sanctioned by the General Teaching Council for England?	Yes / No
Do you have any other cautions or convictions that would not be filtered?	Yes / No
Do you have any cautions or convictions for offences committed in another country which would be relevant to your suitability for this post in line with the law in England / Wales?	Yes / No
Are you known to the police or children's social care for any other reason that could affect your suitability for this job/position?	Yes / No
Are you included on the DBS children's barred list?	Yes / No
Have you lived or worked outside the UK for more than 3 months in the last 5 years?	Yes / No
Are you subject to any sanctions relating to work with children in any country outside the UK?	Yes / No

Note: if you have answered "yes" to any of the self-disclosure questions above you should provide further details in a separate covering letter which should be attached to this completed form in a sealed envelope marked '**Confidential**'.

DBS and Self-Disclosure Declaration
I declare that all the information I have provided in this DBS and self-disclosure section of the shortlisted candidate information form is full and correct at the time of application and that I have not omitted anything that could be relevant to the appointment of someone who will work with children. I understand that the interview panel may be made aware of any relevant information that I have disclosed in order to discuss the matter(s) with me as part of the recruitment process and that, if my application is successful, a risk assessment of the disclosed information will be held securely on my personnel file. I understand that the declaration of a criminal record will not necessarily prevent me from being offered this role.
Signature:

Date: DD/MM/YYYY

Pre-Employment Medical Questionnaire Information

If you are successful at interview you will be asked to complete a pre-employment medical questionnaire. This is to ensure that you are fit to undertake the duties of the job/position.

The school uses an independent and confidential Occupational Health (OH) service provider for this purpose.

You may be asked for further details of your medical history by OH or be required to attend a medical appointment with an OH clinician. The requirement to complete a pre-employment medical questionnaire will also apply if you are an internal candidate moving to a new job/position role that has different physical demands to your current job/position.

Overall Declaration
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 a criminal records check will be carried out. The local authority (West Sussex County Council) is under a duty to protect the public funds it administers, and to achieve this may use the information you have provided on this form for the prevention and detection of fraud. It may also share this information with other bodies responsible for auditing or administering public funds for these purposes. For further information, see www.westsussex.gov.uk/nfi By signing this declaration, you are agreeing to all the checks described in this Shortlisted Candidate Information Form being made.
Signature:
Date: DD/MM/YYYY

END OF DOCUMENT
PREVIOUS VERSION (01/2021) UPDATED BY KMG SHRS FOLLOWING REVIEW WITH VL and KF E&S 30/03/2023, 19/05/2023, 26/07/2023 AND 17/08/2023.