

**Safe Recruitment Form**

Please read the attached Safe Recruitment Statement before completing this form then complete in block capitals. You may continue on a separate sheet if you wish.

<b>Full name and address:</b>				
<b>Date of birth:</b>				
<b>Any previous surnames:</b>				
<b>School applying to:</b>				
<b>Post applying for and the reference number:</b>				
<b>Have you ever been convicted of a criminal offence or been the subject of a caution or bind-over order?</b>	Yes		No	
<b>If yes, please state the nature of the offence(s) and the date(s) in the space given (you may continue on a separate sheet if necessary):</b>				
<b>Is your name currently on List 99 or the POCA list (lists of people legally barred or restricted from working with children)?</b>	Yes		No	
<b>Are you subject to sanctions imposed by a regulatory body (for example the General Teaching Council)?</b>	Yes		No	
<b>If yes, please state the nature of the sanctions imposed (you may continue on a separate sheet if necessary):</b>				
<b>Have you been CRB cleared by Newcastle City Council within the last 3 years?</b>	Yes		No	
<b>If yes, have you had a break in service in the last 3 years?</b>	Yes		No	

I certify that to the best of my knowledge the information I have given on this form is correct.

I agree to obtain an Enhanced Certificate of Disclosure from the Criminal Records Bureau if I am offered the post.

Signed: ..... Date: .....

**It is essential that you:**

- **read and retain this statement; and**
- **return the attached form to the recruiting school with your application form.**

The school and Newcastle City Council are committed to safeguarding and promoting the welfare of children and young people, and expect all staff and volunteers to share this commitment.

The post you are applying for is exempt from the Rehabilitation of Offenders Act 1974 and therefore all convictions, cautions and bind-overs, including those regarded as 'spent', must be declared.

We therefore ask you to complete this form as fully as possible and return it with your application. The only people who will see the information you give us will be those directly involved in the recruitment process. All information will be handled in accordance with our Code of Practice on the Disclosure of Criminal Convictions. At interview, or in a separate discussion, we will ensure that an open and measured discussion takes place on the subject of any offences or other matter that might be relevant to the position.

If you are successful at interview, we will require you to obtain an Enhanced Certificate of Disclosure from the Criminal Records Bureau (CRB). If you're currently employed by Newcastle City Council and have obtained an Enhanced Disclosure with Newcastle City Council within the last 3 years, it may not be necessary to apply for another Disclosure.

Having a criminal record will not necessarily bar you from working with us. This will depend on the nature of the position and the circumstances and background of your offences. The CRB has a code of practice, which we fully comply with. If you want a copy of the code, please contact the Employee Admin Services team on 0191 211 6675.

We ensure that anyone making appointment decisions has the necessary information, guidance and support to identify and assess the relevance and circumstances of any offences.

**If you are invited for interview, we shall assess:**

issues relation to safeguarding and promoting the welfare of children and young people including:

- your motivation to work with children and young people;
- your ability to form and maintain appropriate relationships and personal boundaries with children and young people;
- your emotional resilience in working with challenging behaviours; and
- your attitude to the use of authority and maintaining discipline.

**If you are offered the post, we shall ask for evidence of:**

- your identity; and
- your qualifications (including any relevant professional registration).

**We shall also check:**

- whether you are on List 99 or the POCA list (as appropriate). You are asked to give your date of birth and any previous surnames on this form. This information will be used **only** to check you against List 99.
- that you are medically fit to undertake the role.

**References:**

We shall also take up detailed references from your current and previous employers. If you are currently working with children, on either a paid or voluntary basis, your current or previous employer will be asked about disciplinary offences relating to children, including any in which the penalty is time expired. We will also ask if you have been the subject of any child protection concerns and if so, the outcome of any enquiry or disciplinary procedure.

**False Information**

Please note that providing false information is an offence and could result in your application being rejected or your dismissal from employment if you are appointed. The matter may also be referred to the police.