



Self-Disclosure Form

Garston Manor School aims to promote equality of opportunity for everyone, whilst ensuring the safeguarding of all our students. All applicants are required to complete a Self-Disclosure Form.

You will also be required, under the provisions of Exceptions Orders to the *Rehabilitation of Offenders Act 1974*, to obtain an Enhanced Disclosure certificate through the Disclosure & Barring Service (DBS). An Enhanced Disclosure will contain information about criminal offences, convictions, cautions, reprimands and warnings. All unspent convictions must be declared. Evaluation of information is based on strict confidentiality and discretion.

Please complete this section below

Name:		Date of Birth	
Address			
Tel No:		Email Address:	
Position Applied for		Location	

Please answer the following questions:

1. Do you have any criminal convictions, cautions, reprimands or warnings which would not be filtered or protected in line with current guidance¹?

Yes No

If yes, please supply details of any criminal convictions, cautions or warnings:

2. Are you a person known to any Social Services department as being an actual or potential risk to children, young people under the age of 18, or vulnerable adults?

Yes No

If yes, please supply details:

3. Have you ever had a disciplinary sanction from any job, relating to child abuse?
Yes **No**

If yes, please supply details:

'I understand that it is necessary for me to declare any information requested and that the role I have applied for involves access to young people.

I hereby give my consent to Garston Manor School to conduct a DBS'.

Signature:		Date	
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PLEASE RETURN TO:
The Headteacher and mark: **"Private and Confidential"**

In the event of you being successfully shortlisted Garston Manor School's Interview panel will open and read your self -disclosure. If you are not shortlisted, you unopened envelope will be shredded.