|  |  |
| --- | --- |
|  | **References and Monitoring**Information Form |

|  |
| --- |
| **Data Protection Act**: This information is being collected for the purposes of the recruitment and selection procedures. When you complete this document you are providing your consent for the employer to hold and use personal information for these purposes. The information you provide may also be disclosed to relevant statutory bodies for their purposes. If you have a query or concern regarding this, please contact the Chairman of Governors in the first instance. |

|  |
| --- |
| **Criminal Background Disclosure**: The nature of this post means that it is exempt from the Rehabilitation of Offenders Act 1974 & Exceptions Order 1975, as amended by the 2013 and 2020 Order in line with guidance from the Disclosure and Barring Service (DBS). and requires that all convictions (including spent convictions) have to be declared. A conviction is not necessarily a bar to employment. However, should you fail to disclose a criminal conviction prior to appointment; this could result in any offer of employment being withdrawn or termination of employment if it has commenced. All offers of employment with the College are subject to an enhanced check with the Disclosure & Barring Service (DBS) satisfactory to the College. Car parking or speeding offences may be disregarded. |

**Candidate Name**

 Surname First Name Known as

**Post applied for**

**References**

|  |
| --- |
| If you have worked with children in the past, one of your references should be in connection with that employment. References from relatives or people writing solely as friends will not be acceptable. References will be contacted during the shortlisting process. |
| **First reference (current or most recent employer)** | **Second Reference** |
| **Name** |       | **Name** |       |
| **Job Title** |       | **Job Title** |       |
| **Organisation name** |       | **Organisation name** |       |
| **Address** |       | **Address** |       |
| **Postcode** |       |  |       |
|       |  |       |
|       |  |       |
|       |  |       |
|       | **Postcode** |       |
| **Tel. No. (pref. mobile)** |       | **Tel. No. (pref. mobile)** |       |
| **Email**  |       | **Email** |       |
| **How known** |       | **How known** |       |

**Criminal Record Disclosure**

|  |
| --- |
| Please complete the disclosure of criminal background information requested below. If your application for this post is successful, you will not be able to commence employment until a satisfactory DBS check has been confirmed and the original certificate seen by the College. The timescale for these checks is outside our control.Information about disclosing a criminal background is available by using the following link https://www.nacro.org.uk/criminal-record-support-service/support-for-individuals/disclosing-criminal-records/disclosing-criminal-records-employers/ |

|  |
| --- |
| Are you registered with the DBS Update Service (Yes / No )      If yes, please give certificate numberIf yes and your application for this post is successful, do you consent to us using the Update Service to check your DBS status (Yes / No) |

|  |
| --- |
| Do you have any unspent conditional cautions or convictions under the Rehabilitation of Offenders Act 1974 & Exceptions Order 1975, as amended by the 2013 and 2020 Order? (Yes / No)     If yes, please give details  |
|       |       |
|       |       |

|  |
| --- |
| Do you have any adult cautions (simple or conditional) or spent convictions that are not protected as defined by the Rehabilitation of Offenders Act 1974 & Exceptions Order 1975, as amended by the 2013 and 2020 Order? (Yes / No)      If yes, please give details  |
|       |       |
|       |       |

**Family or close relationships to employer or Governor**

|  |
| --- |
| You are required to declare any family or close relationship to any existing employee of the College or Governing Body: |
|       |

**Declaration**

|  |
| --- |
| The information contained in this form is true, complete and accurate. If after appointment, the application is found to be misleading or inaccurate, I understand that this may lead to the withdrawal of an offer of employment or termination of employment if it has commenced. I consent to the use of this personal data for recruitment and selection purposes. |
| **Signed:** |       | **Date**: |       |