



GIRLS' DAY SCHOOL TRUST

PROTECTION OF CHILDREN:

DISCLOSURE OF CRIMINAL BACKGROUND OF THOSE WITH ACCESS TO CHILDREN

The appointment for which you are applying involves access to children and is exempt from the Rehabilitation of Offenders Act 1974. All applicants who are offered employment are subject to a criminal record check from the Criminal Records Bureau before the appointment is confirmed. This will include details of cautions, reprimands or final warnings as well as convictions, and “spent” convictions.

The disclosure of a criminal record will not debar you from appointment unless the Girls’ Day School Trust considers that the record renders you unsuitable for appointment. In making this decision, consideration will be given to the nature of the offence, its relevance to the nature of your employment, how long ago it was committed, what age you were at the time and any other factors that may be relevant.

If you are called for interview, and you wish to tell us about any criminal record in advance of a Disclosure being sought, this information should be sent under confidential cover to the person inviting you to interview. We guarantee that this information will only be seen by those who need to see it as part of the recruitment process.

Failure to declare a conviction may disqualify you from appointment, or result in summary dismissal if the discrepancy comes to light.

Signature

Date

Please return the completed form with your application.

The Girls’ Day School Trust

A Limited Company, Registered in England No. 6400. A Registered Charity No. 306983.

Registered office: 100 Rochester Row London SW1P 1JP