

# Shortlisted Candidate Information Form

## Confidential

Please complete this form and **bring it with you** to your interview or if requested send it in advance. This is in accordance with current guidance on safer recruiting practices in schools. If you are appointed, this information will be stored on the computer files of WSCC and the schools HR system.

### Application Details

<b>Position applied for</b>	
<b>Name of school</b>	
<b>Full name</b>	
<b>Date of birth</b>	

### Immigration, Asylum and Nationality Act 2006

We need to know that you have the right to work in the UK. Please complete the section below:

<b>National Insurance Number</b>	L	L	N	N	N	N	N	N	L
<b>Do you have evidence of your right to work in the UK? (See note below)</b>	<b>Yes / No</b>								
If you are an external candidate you will <b>need to bring to interview</b> evidence of your right to work in the UK. The documents required to illustrate this are listed on <a href="http://gov.uk/government/publications/right-to-work-checklist">gov.uk/government/publications/right-to-work-checklist</a> .									

### Medical History

If you are an external candidate who is successful 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 position. You may also be asked for further details of your medical history by the Occupational Health Physician or be required to undergo a medical examination. This also applies, if you are an internal candidate that is moving to a role that has different physical demands.
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### Qualification and Prohibited Teacher Status Checks

You will need to <b>bring to interview</b> proof of your qualifications and registration, where these are essential requirements for the job (these are listed in the Person Specification). If you are successful in obtaining a teaching role you will be subject to a Qualified Teacher Status check and a check to ensure you are not prohibited from teaching.	
<b>Teacher Reference Number (TRN)</b>	

### Disclosure and Barring Service (DBS) Check

The position you are applying for is subject to a DBS check, so please complete the following section:

Because of the nature of the work, this position is exempt from the provisions of the Rehabilitation of Offenders Act 1974 and Associated Order. You are therefore obliged to disclose details of any convictions, cautions, reprimands or final warnings that are not 'protected' as defined by the [Rehabilitation of Offenders Act 1974 \(Exceptions\) Order 1975 \(as amended in 2013\)](#).

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 in your application, you will be subject to a DBS check before the appointment is confirmed. You are therefore required to **bring original documents specified** on [www.gov.uk/guidance/documents-the-applicant-must-provide](http://www.gov.uk/guidance/documents-the-applicant-must-provide) to your interview. Further information on disclosures can be obtained from the Disclosure and Barring Service at <https://www.gov.uk/government/organisations/disclosure-and-barring-service>.

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 \(as amended in 2013\)](#).

<b>Have you ever had any convictions, cautions, reprimands or final warnings given by the police that are not protected?</b>	<b>Yes / No</b>
<b>Are you subject to any current ongoing investigations or referrals undertaken by the Police, DBS or TRA?</b>	<b>Yes / No</b>
If 'Yes' is selected for one or both of the above, please give details on a separate sheet and attach in a sealed envelope marked ' <b>Confidential</b> '.	
<b>Are you registered with the Update Service?</b>	<b>Yes / No</b>
<b>If 'Yes', do you give the school permission to complete a status check on your DBS certificate?</b>	<b>Yes / No</b>
<b>Original DBS certificate number:</b>	
<b>Original DBS type and level:</b> (E.G. Enhanced with Children's barred list)	
<b>Signature</b>	

## **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.

This authority 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](http://www.westsussex.gov.uk/nfi)

As part of the recruitment process, checks may be made with your home Local Authority Adults'/Children's Services Department. By signing this declaration you are agreeing to all check illustrated being made.

<b>Signature</b>	
<b>Date</b>	

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