

DECLARATION FOR FAIR RECRUITMENT –  
Rehabilitation of Offenders Declaration

**HUMAN RESOURCES**



**HART**  
LEARNING GROUP

## PLEASE COPY THIS FORM AND TYPE OR WRITE CLEARLY IN BLACK INK

The Group is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and our staff share in this environment.

Name:	
Post applied for:	
Post reference:	
Where did you first see this vacancy advertised?	

### REHABILITATION OF OFFENDERS DECLARATION

Posts involving working with children (under the age of 18), older people, those with disabilities, learning difficulties and other vulnerable groups are exempt from the provisions of Rehabilitation of Offenders Act 1974. If you are applying for work in this area, you are required to state whether or not you have any convictions or criminal charges or summonses pending against you whether or not your conviction is regarded as "spent".

If the post has not been exempted, you must also disclose any convictions found against you which are not spent under the terms of the Rehabilitation of Offenders Act 1974. Successful applicants will be required to have a Disclosure & Barring Service disclosure.

We welcome applications from diverse candidates and, if you have a conviction, this will not necessarily bar you from consideration for employment. Each case is considered according to the circumstances and background.

A failure to disclose cautions and/or convictions could result in dismissal or disciplinary action.

- Have you ever received a caution or been convicted of any criminal offence?

Yes  No

*If yes, please complete the details below including any convictions and cautions, pending prosecutions, bind-over orders, including the appropriate date, the offence and the court of policy force that dealt with the offence.*

APPROX DATE	OFFENCE	CONVICTION OR PENDING PROSECUTION	COURT OR POLICE FORCE DEALING WITH OFFENCE	SPENT (Y/N)

### CONFIRMATION OF DETAILS

I hereby confirm that the information given in this application is correct to the best of my knowledge; that the questions have been accurately and fully answered and that I am in possession of the qualifications I claim to hold. I understand that any offer of employment is strictly subject to satisfactory references, medical clearance, school checks and Criminal Records Bureau disclosure, and that any false statement would render me liable to termination of employment. I understand that the information given in this application will be held on computer and processed in accordance with the Data Protection Act 1998 and that I consent to the storage and use of such information for employment purposes. I have read and signed the statement of data protection and data processing.

Signature:		Date:	
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### COMPLAINTS

If, at any stage, you feel that you have been treated in an unfair or unlawful way, please contact the Head of Human Resources, North Hertfordshire College, Town Hall, Broadway, Letchworth, SG6 3PF.

### STATEMENT ON DATA PROTECTION AND DATA PROCESSING

The Data Protection Act (1998) aims to ensure that all organisations that collect, process and store information about individuals do so correctly (ie, people about whom information is collected know of its existence, why it has been collected and how to correct it if it is wrong). As part of the Group's management processes, and in order for the Group to process your application, the Group needs to collect process and store information about you as contained within the application form.

Personal information contained within the application will only be used in relation to the post(s) applied for and no other purpose. The information will be kept confidentially by the Group and only used by the interview panel and Human Resources Department for the purposes of selecting the best candidate for the vacancy.

The Group collects and keeps information from applicants, so that we are able to contact them, to use in shortlisting and selection processes, and for equal opportunities monitoring purposes. We will not keep any details of your application unless you are appointed to the

post. All other information related to your applications is disposed of confidentially within six months of the interview date for the vacancy.

If an applicant is appointed to the post, the Group will maintain his or her information collected for pay, contract and management purposes, and not for any other purpose. Information will be held on computer and on paper record in accordance with the School's Data Protection Policy, which is issued to all employees. Any employee has the right to request to see, and if necessary update or correct, the information held about them by the Group in accordance with this policy. Further processing of this application is conditional upon you signing your agreement to the processing of data for the purposes stated above. The Group also requires that you clarify that all the information in your application form is accurate and true by submitting an electronic signature. To clarify your application please provide a signature in the space provided.

Name:			
Signature:		Date:	