

THIS LETTER IS AVAILABLE IN LARGER FONT ON REQUEST

Dear Applicant,

Thank you for enquiring about this vacancy. In relation to the application, I would like to take this opportunity to highlight a few key issues in relation to the recruitment and appointment process.

1. **Completing the Application Form**

- In all cases, to ensure consistency you are required to complete the standard Application Form in full. However, you may, if you wish, submit a copy of your Curriculum Vitae in support of the details requested (not instead of) in the application form. Please remember to sign and date your application form.
- References are an important aspect of the recruitment process and you must ensure that one of your referees includes your present or most recent employer or, if not previously employed your headteacher/tutor if you are a school/college leaver. If you are currently employed by the Council please give the name of your line manager. Your references will normally be taken up if you are invited to interview, unless you indicate that an approach should not be made at this stage. However, reference will be taken up before an offer of appointment is confirmed.
- The shortlisting process will be based on evidence provided in application forms. Give thought to previous work experience or other responsibilities which may assist you to uncover skills which you may have taken for granted. Do not forget the skills and experience which you may have gained outside work. If you have been out of paid employment for a long time, or have never been employed, your job history may be less important than some of the responsibilities and experience which you have had more recently. For example, you may have considerable domestic responsibilities or may organise social or community activities in your spare time.

2. **What will happen next?**

Unfortunately, due to the large number of Application Forms we receive, we are unable to acknowledge individual applications. However, candidates selected for interview will normally receive notification within three to four weeks of the closing date. If you do not hear from the Authority within this time period you may assume that you have not been shortlisted.

3. **Offer of Employment**

Following the interview, if you are successful, the appointing officer will make a verbal offer of employment. However, this offer will be subject to receipt of satisfactory checks in relation to references, medical clearance, disclosure of criminal convictions (if applicable), satisfactory evidence of qualifications/registration and if applicable eligibility to work in the UK.

4. **Equal Opportunities**

To ensure that our Equalities Policy is effective in practice, we are monitoring equal opportunities in recruitment. We would be grateful if you could assist us in complying with our legal obligations by completing the Recruitment Monitoring Form. This will be treated as confidential and detached from your Application Form before shortlisting.

If you would like to comment on any aspect of our recruitment service or the recruitment process we would welcome your comments and suggestions with a view to making improvements wherever possible. Such comments should be sent to me or e-mailed to: geraint.james@conwy.gov.uk

Finally, I would like to take this opportunity to thank you for your interest in working for the Council and wish you every success with your application.

Yours faithfully



R Geraint James
Chief Education Officer



CAIS AM SWYDD

Gallwch ddefnyddio Cymraeg neu Saesneg
Dylech ddefnyddio inc du neu deip
Cysylltwch â'r Gwasanaeth Addysg os ydych
angen y ffurflen hon mewn dull arall



APPLICATION FOR EMPLOYMENT

You may use Welsh or English
Please use black ink or type
Please contact the Education Service
if you need this form in a different format

1. Enw'r Swydd / Job Title:
Lleoliad / Location:

2. Manylion Personol Personal Details

Mr/Mrs/Miss/Ms: Cyfenw / Surname:
Enw(au) Cyntaf / First Name(s):
Cyfeiriad / Address:
..... Côt Post / Post Code:
Rhif Ffôn / Symudol /
Tel. No.: Mobile:
Cyfeiriad E-bost /
E-mail address:
Rhif Cyfeirnod DFES / DFES Reference No.:

Trefniadau Anwytho Athrawon Induction Arrangements for Teachers

A ydych wedi cwblhau eich cyfnod anwytho (Os yn berthnasol)? Do / Naddo
Is your induction period completed (If applicable)? Yes / No

Os NA, nodwch y cyfnod sy'n weddill os gwelwch yn dda:
If NO, please indicate period that is outstanding:

A ydych yn siarad Cymraeg? / Do you speak Welsh?

Yn rhugl / Fluently Ail iaith / Second Language Ychydig / Slight Dim o gwbl / Not at all

A ydych yn gallu dysgu trwy gyfrwng y Gymraeg? Ydwyf / Nac Ydwyf
Are you able to teach through the medium of Welsh? Yes / No

3. Swydd bresennol neu ddiwethaf Present or most recent post

Swydd Bresennol (teitl):
Present Post (title):

Enw a Chyfeiriad man gwaith (gan gynnwys côd post):
Name and Address of workplace (including post code):
Cyflog a Phwynt:
Salary and Point:
Dyddiad eich Penodiad:
Date Appointed:
Math o Ysgol gan gynnwys Un Rhyw/Cymysg:
Type of School including Single Sex/Mixed:

Enw'r Cyflogwr:
Name of Employer:

Disgrifiad byr o'ch dyletswyddau:
Brief description of duties:

Os yn berthnasol i'ch swydd / If appropriate to your post
Nifer Disgyblion: Ystod Oedran: Ystod Oedran Ddysgwyd:
No. on Roll: Age Range: Age Range Taught:

(Os oes gennych unrhyw gyflogaeth(au) ychwanegol amgawch y manylion) (If you have any additional employment(s) please attach details)

4. Addysg Uwchradd Secondary Education			
O From	Hyd To	Ysgol(ion) Uwchradd a fynychwyd Secondary School(s) attended	Cymwysterau gan nodi'r pwnc a'r radd Qualifications with subject and grade you achieved

5. Manylion am Gymwysterau Academaidd a Phroffesiynol Details of Academic and Professional Qualifications									
Dyddiad O From		Dates Hyd To		Enw'r Dyfarniad Title of Award (e.g. B.Ed.)	Dosbarth y Cymhwyster Class of Qualification	Prif Bwnc Main Subject	Pynciau Ategol Subsidiary Subjects	Coleg a Fynychwyd College Attended	Llawn neu Rhan Amser Full or Part Time

6. Cyrsiau a fynychwyd dros y 5 mlynedd diwethaf Courses attended over last 5 years			
Teitl Title	Corff Trefnu Organising Body	Dyddiad (mis a'r flwyddyn) Date (month and year)	Hyd Duration

7. Aelodaeth o Gyrrff Proffesiynol Membership of Professional Bodies		
Enw'r Corff Proffesiynol Name of Professional Body	Dosbarth yr Aelodaeth Class of Membership	Blwyddyn yr Etholiad a Rhif Aelodaeth Year of Election and Membership No.

8. Hyfforddiant Arbenigol (Technegol, Proffesiynol neu Alwedigaethol e.e. Cymorth Cyntaf, TGCh, Gwaith Ieuencid a.y.y.b.)

Specialised Training (Technical, Professional or Occupational e.g. First Aid, ICT, Youth Work etc.)**9. Profiad Dysgu Blaenorol Previous Teaching Experience**

Dyddiad Penodiad Date of Appointment	Dyddiad Ymadawiad Date of Termination	Enw a'r math o Ysgol Name and type of school	Nifer Disgyblion Approx. Number on roll	AALI LEA	Oed y plant a ddysgwyd gennych Age of pupils taught	Teitl Swydd a pha unai Llawn neu Ran Amser Parhaol neu Dros Dro Post Title and whether Full or Part Time Perm or Temp

**10. Profiad perthnasol oddi allan i'r proffesiwn addysgu
Relevant employment outside the teaching profession**

Dyddiad O From	Date Hyd To	Cyflogwr Employer	Enw'r Swydd Job Title

11. Canolwyr References

Nodwch enw a chyfeiriad 2 ganolwr. Dylai eich cyflogwr presennol/diwethaf fod yn un ohonynt, a dylai un o'r ddau ganolwr ddarparu gwybodaeth am eich profiad dysgu. Os ydych yn athro/awes newydd gymhwyso, nodwch enw a chyfeiriad y brifysgol/coleg lle y buoch yn astudio. (Ni ddylid defnyddio perthnasau, Cyngorwyr CBS Conwy nac unrhyw aelod o'r Bwrdd Rheoli sy'n gwneud y penodiad fel Canolwyr.)

1.

Enw:

Name:

Cyfeiriad:

Address:

.....

Rhif ffôn:

Tel no:

ebost:

email:

Pam dewiswyd fel canolwr? Why chosen as a referee?

.....

Fel arfer ceisir tystlythrau cyn y cyfweiliad. Os oes gennych unrhyw wrthwynebiad, nodwch yma.

.....

Please provide details of 2 referees. One must be your current/most recent employer, and one of your 2 referees must be able to provide a reference of your teaching experience. If you are a newly qualified teacher please give name and address of the university/college at which you studied. (Referees should not be relatives or Councillors of Conwy CBC or be a member of the Governing Body making the appointment.)

2.

Enw:

Name:

Cyfeiriad:

Address:

.....

Rhif ffôn:

Tel no:

ebost:

email:

Pam dewiswyd fel canolwr? Why chosen as a referee?

.....

References will normally be sought prior to interview. If you have any objections to references being sought at this stage, please indicate.

.....

12. Gwybodaeth ychwanegol i gefnogi eich cais

Additional information to support your application

Amlinellwch y sgiliau a'r profiad 'rydych wedi'u hennill trwy waith taladwy ac/neu waith gwirfoddol, a gweithgareddau eraill a diddordebau sy'n berthnasol i'ch cais ar gyfer y swydd. Cofiwch na fydd CV yn dderbyniol yn lle ffurflen gais. Gallwch gynnwys copi o'ch CV i ategu'r manylion y gofynnir amdanynt ar y ffurflen gais hon (ond nid yn ei lle).

Please outline the skills and experience you have gained through paid and/or voluntary employment and other work activities and interests which are relevant to your application for this vacancy. Please note we will not accept your Curriculum Vitae (CV) instead of this form. You may include a copy of your CV in support (not instead) of your Application Form.

13. Deddf Diogelu Data 1998

Mae'r wybodaeth rydych wedi ei nodi ar y ffurflen gais hon yn dod o dan reoliadau Deddf Diogelu Data 1998. Gallwn gopïo'r wybodaeth sy'n cael ei rhoi gennych ar y ffurflen hon i'w defnyddio yn ystod y drefn recriwtio. Petaech yn cael eich penodi, bydd y ffurflen yn cael ei defnyddio fel rhan o'ch ffeil bersonol ac er mwyn casglu gwybodaeth gweithlu.

14. Rhwystro Twyll

Efallai y byddwn yn defnyddio gwybodaeth ar y ffurflen hon i rwystro a chanfod twyll arian cyhoeddus. Gallwn hefyd rannu'r wybodaeth hon, i'r un pwrpas, gyda sefydliadau eraill sy'n trin arian cyhoeddus.

15. Trwydded Waith

A ydych angen Trwydded Waith? YDW / NAC YDW
Os oes gennych Drwydded Waith yn barod beth yw'r dyddiad darvoud?

.....

16. Datgelu Cofnod Troseddol

Gan eich bod yn gwneud cais am swydd i weithio gyda phlant, bydd angen Datgeliad arnoch drwy'r Gwasanaeth Cofnodi Troseddau. Mae'n rhaid i chi nodi manylion unrhyw drosedd, rhybuddion, cerydd a rhybuddion terfynol, ac unrhyw wybodaeth arall allai ddylanwadu ar eich addasrwydd ar gyfer y swydd.

Os nad ydych yn rhoi gwybodaeth berthnasol i ni neu'n rhoi gwybodaeth ffug, gallai hyn arwain at dynnu'r cynnig o swydd yn ôl, neu ar ôl eich penodi, at gamau disgyblu a diswyddo yn dilyn ymchwiliad.

Nid yw rhoi manylion unrhyw drosedd, rhybudd, cerydd neu rybudd terfynol nac unrhyw wybodaeth arall o angenrheidrwydd yn golygu na fyddwn yn eich ystyried ar gyfer y swydd. Byddwn yn ystyried eich addasrwydd yn sgil yr holl wybodaeth sydd ar gael.

Rhowch fanylion unrhyw droseddau ac yn y blaen ar y ffurflen sydd ynghlwm.

17. Cyngor Addysgu Cyffredinol Cymru

Nodwch os gwelwch yn dda ei fod yn ofyniad cyfreithiol i athrawon cymwys sy'n dysgu mewn ysgol a gynhelir, ysgol arbennig nas gynhelir neu uned gyfeirio disgyblion, fod wedi cofrestru â Chyngor Cyffredinol Addysgu Cymru.

18. Datganiad

Mae'r wybodaeth a roddwyd gennyf ar y ffurflen hon yn gywir ac yn gyflawn. Rwy'n deall y bydd Gwiriad Datgelu yn cael ei wneud drwy'r Gwasanaeth Cofnodi Troseddau.

Pe buaswn yn methu â rhoi gwybodaeth neu'n rhoi gwybodaeth anghywir, rwy'n deall y gallai hyn arwain at dynnu'r cynnig swydd yn ôl neu at gamau disgyblu neu yn ddiweddarach diswyddo.

Rwy'n deall y bydd cysylltu â chynghorwyr neu weithwyr eraill yr Awdurdod i ddylanwadu ar fy nghais yn fy niarddel rhag cael fy mhenodi.

Rwy'n rhoi fy nghaniatâd, yn unol â Deddf Diogelu Data 1998, i chi brosesu a chadw'r wybodaeth sydd ar y ffurflen hon.

Llofnod:
Signed:

Dychwelwch y ffurflen gais fel a nodir yn yr hysbyseb.

Data Protection Act 1998

The information you have given in this application form is covered by the rules and regulations of the Data Protection Act 1998. Information provided by you on this form may be copied for use during the recruitment procedure. If you are appointed, this form will be used as part of your personal employee file and to gather workforce information.

Prevention of Fraud

We may use information taken from this form to prevent and detect fraud of public funds. We may also share this information, for the same purposes, with other organisations which handle public funds.

Work Permit

Do you require a Work Permit? YES / NO
If you already hold a Work Permit what is the expiry date?

.....

Declaration of Criminal Record

As you are applying for a position which involves working with children, you will need a Disclosure Check through the Criminal Records Bureau. You must give details of any criminal convictions, cautions, reprimands, and final warnings, and any other information that may have a bearing on your suitability for the position.

If you fail to give us relevant information or give false information, this may result in an offer of appointment being withdrawn, or if you are appointed, disciplinary action and dismissal after an investigation.

If you give details of a criminal conviction, caution, reprimand or final warning, and any other relevant information, it does not mean that we will not consider you for the position. Your suitability for appointment will be considered in the light of all available information.

Please give details of any criminal convictions etc. on the attached form.

General Teaching Council for Wales

Please note that it is a legal requirement for qualified teachers teaching in a maintained school, non-maintained special school or pupil referral unit to be registered with the General Teaching Council for Wales.

Declaration

The information I have given on this application form is true and complete. I understand that a Disclosure Check will be sought through the Criminal Records Bureau.

I understand that, if I fail to give information, or provide incorrect information, this may result in an offer of appointment being withdrawn or in disciplinary action or dismissal at a later date.

I understand that contacting Councillors or other Council employees to influence my application would disqualify me from appointment.

I give my consent under the Data Protection Act 1998, to you processing and storing the information in this form.

Dyddiad:
Date:

Please return your application as directed in the advert for the post.

A fyddech gystal â chwblhau'r 'Ffurflen Monitro Recriwtio' a 'Ffurflen R2' (Datguddiad o Ddedfrydau neu Rybuddion).

Dylid dychwelyd y ddwy ffurflen gyda'r ffurflen gais ond mewn amlen ar wahân gyda'r swydd yr ymgeisir amdani wedi'i nodi yn glir ar yr amlen.

Diolch yn fawr.

Please complete the 'Recruitment Monitoring Form' and 'Form R2' (Disclosure of Convictions or Cautions).

These two forms should be returned with the application form but in a separate envelope with the post applied for clearly marked on the envelope.

Thank you.



Ffurflen Monitro Recriwtio
Recruitment Monitoring Form

Polisi Cydraddoldeb

Mae cydraddoldeb yn fater hollbwysig i Gyngor Bwrdeistref Sirol Conwy. Mae'n bwysig ein bod yn sicrhau nad yw ymgeiswyr yn cael eu trin yn llai ffafriol oherwydd eu rhyw, tueddiad rhywiol, hil, tarddiad ethnig neu genedlaethol, crefydd neu gred, statws priodasol, anabledd, oedran neu iaith. Er mwyn monitro ein Polisi Cyfleoedd Cyfartal yn llwyddiannus, mae'n rhaid i ni gasglu rhywfaint o wybodaeth o'r Ffurflen Monitro Recriwtio. Cedwir y ffurflen hon ar wahân i'r ffurflen gais. Bydd yr wybodaeth yn cael ei chadw gan yr Adran Bersonél, ac yn cael ei thrin yn gwbl gyfrinachol.

Equalities Policy

Equality is a vital issue for Conwy County Borough Council. It is important for us to make sure that no candidate receives less favourable treatment because of their sex, sexual orientation, race, ethnic or national origin, religion or belief, married status, disability, age or language. To monitor our Equalities Policy successfully, we need to collect certain information from the Recruitment Monitoring Form. This form will be kept separate from the application form. It will be kept in the Personnel Section and dealt with in the strictest confidence.

Cwblhewch y ffurflen yma a'i dychwelyd gyda'r ffurflen gais, wedi'i selio yn yr amlen a ddarparwyd.
Os y'i hargraffwyd o'r Rhyngrwyd, dychwelwch y ffurflen hon gyda'r ffurflen gais mewn amlen ar wahân gyda'r swydd yr ymgeisir amdani wedi'i nodi yn glir ar yr amlen.

Could you please complete this form, seal it in the envelope provided and return with your application form.
If printed from the Internet please place this form in a separate envelope with the position applied for clearly marked on the envelope and return it with your application form.

Enw / Name: Dyddiad Geni / Date of Birth:

Swydd y ceisir amdani / Post applied for: Dyddiad / Date:

✓ y blwch perthnasol ymhob adran: Please ✓ appropriate box for each section:

Gwryw Male Benyw Female Priod Married Di-briod Not Married

Gofynnir y cwestiwn a ganlyn er mwyn ein helpu i lynu wrth ein hymrwymiad i'r "Cynllun Yn Gadarn o Blaid Pobl Anabl". Mae hyn yn cynnwys ymrwymiad i warantu cyfwelliad am swydd i bob ymgeisydd anabl sy'n gymwys o ran meini prawf y swydd wag.

We ask this question to help us to meet our commitment to the 'Positive about Disabled People Scheme'. This includes a commitment to guarantee a job interview for all disabled applicants who meet the minimum criteria for a job vacancy.

<p>A ydych yn ystyried eich hun yn anabl o dan Ddeddf Gwahaniaethu ar Sail Anabledd 1995? Hynny yw, a oes gennych: nam meddyliol neu gorfforol (<i>yn cynnwys nam ar y synhwyrau neu nam cudd</i>) sy'n cael effaith sylweddol (<i>hynny yw, yn fwy nag effaith pitw bychan</i>); niweidiol a hir-dymor (<i>hynny yw, sydd wedi parhau am flwyddyn o leiaf, neu sy'n debygol o barhau am weddill oes yr unigolyn</i>) ar allu'r unigolyn i ymgymryd â gweithgareddau o ddydd i ddydd.</p> <p>Do you consider yourself disabled under the Disability Discrimination Act 1995? This means, do you have: a physical or mental impairment (<i>including sensory or hidden impairments</i>) which has a substantial (<i>that is, more than minor or trivial</i>); adverse; and long term (<i>that is, which has lasted or is likely to last for at least a year or is likely to last for the rest of the life of the person</i>) effect on a person's ability to carry out normal day to day activities.</p>	Ydw		Nac ydw	
	Yes		No	

Oes angen unrhyw gyfleusterau neu addasiadau arbennig arnoch? Os oes, beth ydynt?
Do you need any special facilities or adjustments? If so, what are these?

Nodwch ymhle y gwelsoch yr hysbyseb am y swydd hon:
Please state where you saw the advertisement for this post:

1. Tarddiad Ethnig Ethnic Origin

Dewiswch dim ond un adran o A i E, a thiciwch y blwch cywir i ddynodi eich cefndir.

(Rydym wedi defnyddio categorïau a argymhellwyd gan y Comisiwn Cydraddoldeb Hiliol)

Choose only one section from A to E, and tick the appropriate box to indicate your background.

(We have used the categories recommended by the Commission for Racial Equality)

A Gwyn White

Prydeinig British		Seisnig English		Albanaidd Scottish		Cymreig Welsh		Gwyddelig Irish		Arall Other
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Os ydych o gefndir Gwyn arall, ysgrifennwch ef yma:

If 'other' White background, please specify:

B Cymysg Mixed

Gwyn a Du Caribïaidd White & Black Carribbean		Gwyn a Du Affricanaidd White & Black African		Gwyn ac Asiaidd White & Asian		Arall Other
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Os ydych o unrhyw gefndir Cymysg arall, ysgrifennwch ef yma:

If 'other' Mixed background, please specify:

C Asiaidd, Asiaidd Brydeinig, Asiaidd Seisnig, Asiaidd Albanaidd, neu Asiaidd Gymreig Asian, Asian British, Asian English, Asian Scottish, or Asian Welsh

Indiaidd Indian		Pacistanaidd Pakistani		Bangladeshaid Bangladeshi		Arall Other
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Os ydych o unrhyw gefndir Asiaidd arall, ysgrifennwch ef yma:

If 'other' Asian background, please specify:

D Du, Du Prydeinig, Du Seisnig, Du Albanaidd, Du Cymreig Black, Black British, Black English, Black Scottish, or Black Welsh

Caribïaidd Caribbean		Affricanaidd African		Arall Other
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Os ydych o gefndir Du arall, ysgrifennwch ef yma:

If 'other' Black background, please specify:

E Tsieineaidd, Tsieineaidd Brydeinig, Tsieineaidd Seisnig, Tsieineaidd Albanaidd, Tseineaidd Gymreig neu darddiad ethnig arall Chinese, Chinese British, Chinese English, Chinese Scottish, Chinese Welsh, or Other ethnic group

Tsieineaidd Chinese		Arall Other
------------------------	--	----------------

Os ydych o unrhyw gefndir arall Tsieineaidd, ysgrifennwch ef yma:

If 'other' Chinese background, please specify:

2. Cyfrifoldebau gofalu am eraill Caring responsibilities

A oes unrhyw un sy'n dibynnu arnoch chi am ofal a sylw o ddydd i ddydd, er enghraifft, plant, partner neu aelod arall o'r teulu?	Oes	Nac oes
Is there anyone who relies on you for day-to-day care and attention, For example, children, partner or other family member?	Yes	No

3. Siarad Cymraeg Welsh Language Ability

Ydych chi'n siarad Cymraeg?	Ydw	Nac ydw
Are you a Welsh speaker?	Yes	No

Gwasanaethau Addysg
Adran Personél, Ffordd Dinerth, Bae Colwyn LL28 4UL

Cais am Gyflogaeth - (Ysgolion a Sefydliadau Addysgol eraill)

CYFRINACHOL

DATGUDDIAD O DDEDFRYDAU NEU RYBUDDION

D.S. Ni fydd cofnod troseddol yn golygu rhwystr yn eich erbyn i gael swydd.

1. Ar gyfer swyddi sydd gyda cysylltiad â phlant, mae datguddiad o gefndir troseddol yn angenrheidiol a bydd darpariaeth Deddf Ailsefydlu Troseddwyr 1974 (Eithriad) (Gwelliannau) yn berthnasol.
2. 'Rwyf yn deall os caf fy mhenodi, bydd angen i mi gyflwyno adroddiad datguddiad drwy'r Gwasanaeth Cofnodi Troseddau fydd yn cynnwys manylion am unrhyw ddedfrydau presennol neu sydd wedi darfod, rhybuddion a cheryddau. Yn ychwanegol, deallaf fod yn ofynnol i mi ddatgelu unrhyw orchymyn presennol sydd mewn grym sydd yn fy rhwystro rhag gweithio gyda plant.
3. Enw Llawn: _____
4. Cyfeiriad: _____
_____ Côd Post: _____
5. Y swydd yr ymgeisir amdani: _____
6. Ysgol / Sefydliad Addysgol: _____
7. Dilëir fel bo'n briodol:

Nid oes gennyf unrhyw ddedfrydau, ymrwymadau neu rybuddion
neu

Yr wyf yn cyfaddef bod gennyf ddedfrydau sydd yn cynnwys dedfrydau sydd wedi darfod,
ymrwymadau neu rybuddion, gyda'r manylion fel a ganlyn:

Arwyddwyd: _____ Dyddiad: _____

Dylai'r ffurflen hon gael ei dychwelyd fel a nodir.

Education Services
Personnel Section, Dinerth Road, Colwyn Bay LL28 4UL

Application for Employment - (Schools and other Educational Establishments)

CONFIDENTIAL

DISCLOSURE OF CONVICTIONS OR CAUTIONS

N.B. A criminal record will not necessarily be a bar to obtaining a position.

- 1. For posts involving access to children, a disclosure of criminal background is required for which the provisions of the Rehabilitation of Offenders Act 1974 (Exemptions) (Amendment) Orders will apply.
- 2. I understand that, if appointed, I will be required to submit a disclosure report through the Criminal Records Bureau which will contain details of any spent or unspent convictions as well as cautions, warnings and reprimands. In addition I am aware that I must disclose any order currently in force restricting me from working with children.

3. Full Name: _____

4. Address: _____

_____ Post Code: _____

5. Post Applied for: _____

6. School / Educational Establishment: _____

7. Delete as appropriate:

I do not have a record of convictions, bind overs or cautions

or

I admit to having a record of convictions including spent convictions, bind overs or cautions, the details being as follows:

Signed: _____ Date: _____

This form should be returned as directed.