



GRIFFIN  
SCHOOLS  
TRUST

## Griffin Schools Trust Safer Recruitment Pre- employment Form

Name:

Position:

School/HQ:

Date:

Closing date:

The Griffin Schools Trust is an equal opportunities employer committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. We treat people equally regardless of gender, race, disability or sexual orientation and are committed to meet the requirements of the Equalities Act and other relevant legislation. Applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers, online checks and the Disclosure and Barring Service.

# Safer Recruitment Pre employment form



## 1. Personal Details:

Title:	First Names:	Surname:
Any Former Names:		Preferred Names:
Address:		
	Post Code:	
Preferred Tel.	Email:	
N.I. Number:		
Portable DBS: Y/N		

## 2. Eligibility to Work in the UK:

Are you legally eligible to live and work in the UK?	Yes <input type="checkbox"/> No <input type="checkbox"/>
If No, please specify:	
Do you require/hold a work permit to work in the UK?	Yes <input type="checkbox"/> No <input type="checkbox"/>
If Yes, please specify:	
If Yes, permit expiry date and number:	

## 3. References:

Please give details of two named referees covering the last 5 years of your employment history, one of which must be your current or most recent employer for which you have worked with children. These should not include a relative. Any personal referees must be able to comment on your skills and abilities in relation to the post. Additional references may also be sought from previous employers, particularly for posts working with children or vulnerable people.	
Current/most recent employer	Second referee
Name:	Name:
Address:	Address:
Direct Tel. no:	Direct Tel. no:
Fax. no:	Fax. no:
Email:	Email:
Relationship:	Relationship:
How long have they known you?	How long have they known you?

### 4. Confidentiality of Sensitive Information:

All stages of our recruitment are evaluated to ensure that unfair discrimination is not taking place and that it is in line with the Codes of Practice issued by the Equal Opportunities Commission and the Commission for Racial Equality, as required by the Audit Commission. The information given in these sections of the application form will be not shared with the selection panel prior to interviews and the form will be detached from your application before being sent to the selection panel.

#### 4.1 Disability:

The Disability Discrimination Act protects people with disabilities from unlawful discrimination. To meet the Act's definition, a person must have a physical or mental impairment, which has substantial long-term effects on their ability to carry out normal day-to-day activities. If we know you have a disability we will make adjustments to the working arrangement and/or the working environment provided it is reasonable in the circumstances to do so.

Do you have a disability you wish us to know about at this stage?

Yes ☐

No ☐

If yes, please let us know what access requirements you have:

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#### 4.2 Gender:

Male ☐ Female ☐ Prefer not to say: ☐

#### 4.3 Race:

White ☐ English ☐ Irish ☐ Other ☐  
Please Specify:

Black ☐ Caribbean ☐ African ☐ Other ☐  
Please Specify:

Asian ☐ Indian ☐ Chinese ☐ Other ☐  
Please Specify:

Bangladeshi ☐ Pakistani ☐

Mixed/Other ☐ Please Specify: ☐ Prefer not to say: ☐

## 5. Declaration of Association

Are you related to, or share the same household as any GST Trust member, school governor or other member of staff at the school you are applying?

Yes ☐ No ☐

If Yes, please state their name and the position they hold:

Name: Position Held:

Name: Position Held:

Name: Position Held:

## 6. Declaration of Offences

This post involves working with children, other vulnerable groups or is a position of trust and is, therefore, exempt from the provisions of the Rehabilitation of Offenders Act 1974. You must therefore disclose details of reprimands, formal warnings, cautions and convictions, including 'spent convictions' and any formal warning and suspensions relating to employment. Any failings to disclose such information could result in dismissal or disciplinary action.

If you answer yes to any of the following questions, please give details. Any information given will be treated as confidential and will be considered only in relation to posts to which the order applies.

Have you at any time received or do you have pending, a reprimand, caution, formal warning or conviction?	Yes <input type="checkbox"/> No <input type="checkbox"/>
If Yes, please specify:	
Are you a person known to any social care department as being an actual or potential risk to children, young people or vulnerable adults?	Yes <input type="checkbox"/> No <input type="checkbox"/>
If Yes, please specify:	
Are you subject to any current, pending or expired disciplinary action or legal proceeding in relation to the safeguarding and protection of children, young people and vulnerable adults?	Yes <input type="checkbox"/> No <input type="checkbox"/>
If Yes, please specify:	
Are you aware of any police enquiries that may have a bearing on your suitability for the post?	Yes <input type="checkbox"/> No <input type="checkbox"/>
If Yes, please specify:	

## Criminal Convictions, Cautions, Reprimands or Warnings

Date	Offence	Sentence

I confirm that I am not on the Children's Barred List (previously List 99 and PoCA list), or have ever been disqualified from working with children or been subject to any sanctions imposed by a regulatory body (e.g. Teaching Agency).

I hereby authorise the Griffin Schools Trust, and its schools, to conduct a check against the Children's Barred List/List 99.

It is a criminal offence for barred individuals to seek or undertake work with children.

I declare that the information I have given in support of my application is, to the best of my knowledge and belief, true and complete. I understand that if it is subsequently discovered that any statement is false or misleading, or that I have withheld relevant information or canvassed my application it may lead to disqualification, and if I have been appointed, I may be dismissed.

Signature:.....

Print Name:..... Date:.....