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| **TVI Learning:  Safer Recruitment Form** | | | |  | | | |
| Helping Every Child and Their Family Achieve Their Best | | | | | | | |
| Name: | |  | | | | |  |
| Job: |  | | | | Reference number: |  |  |
|  | | |  | | | | |

### Please complete this Safer Recruitment Form and send it along with your application form to the email address stated within the job advert.

### Conflicts of interest

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| --- | --- | --- | --- | --- | --- |
| Do you have any form of relationship with any existing TVI Learning employee(s) or Director(s)? | | Yes |  | No |  |
| If yes, please specify name(s) and relationship(s) with existing employee(s) or Director(s): |  | | | | |
| If appointed, do you or your family have any interests, carry out any work or hold any appointments that may conflict with your employment at TVI Learning? | | Yes |  | No |  |
| If yes, please supply details: | | | | | |
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### Living Abroad

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| --- | --- |
| Have you lived or worked abroad for a year or more within the last 10 years? | |
| Yes | No |
| If ‘Yes’ to the above, have you worked in a UK school for 3 months or more since returning? | |
| Yes | No |

### Criminal Convictions

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| --- |
| The guidance document outlines in detail what needs to be declared in this section and the impact of the Rehabilitation of Offenders Act 1974 and the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975, as amended. It is important to read the guidance before you complete this section.  You must answer all the questions below. If you give any information which is false, or if you withhold any relevant information, this may lead to your application being rejected or, if you have already been appointed, to your dismissal. You must tell us immediately if you are charged with an offence after you complete your form and before you take up any job offered as a result of your application. |

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| --- | --- |
| Are you or have you ever been debarred from working with children or vulnerable adults? | |
| Yes | No |

|  |  |
| --- | --- |
| Have you received a conviction or been found guilty by a court of an offence in any country, other than a protected conviction? Please note that a protected conviction does not need to be disclosed to TVI Learning. A protected conviction is, if you were 18 or over at the time of the conviction, a conviction for an offence where:   * 11 years or more have elapsed since the date of the conviction; and * It is your only offence: and * It did not result in a custodial sentence; and * The offence does not appear on the list of offences relevant to safeguarding\*.   Where you were under 18 at the time of the conviction, the same rules apply as above in relation to it being a protected conviction, except that the elapsed time period is 5.5 years or more.  \* The list of offences relevant to safeguarding can be found at the following link:  <https://www.gov.uk/government/publications/dbs-list-of-offences-that-will-never-be-filtered-from-a-criminal-record-check> | |
| Yes | No |

|  |  |
| --- | --- |
| Have you received a conviction in a Court Martial, other than a protected conviction, or been sentenced to service detention while serving in the armed forces of the UK or any other country? Please note that a protected conviction does not need to be disclosed to TVI Learning.  A protected conviction is, if you were 18 or over at the time of the conviction, a conviction for an offence where:   * 11 years or more have elapsed since the date of the conviction; and * It is your only offence: and * It did not result in a sentence of service detention; and * The offence does not appear on the list of offences relevant to safeguarding.   Where you were under 18 at the time of the conviction, the same rules apply as above in relation to it being a protected conviction, except that the elapsed time period is 5.5 years or more. | |
| Yes | No |

|  |  |
| --- | --- |
| Have you been charged with any offence which is still pending? | |
| Yes | No |

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| --- | --- |
| Have you received a police caution, other than a protected caution? Please note that a protected caution does not need to be disclosed to TVI Learning.  A protected caution is, if you were 18 or over at the time the caution was given, a caution where:   * 6 years or more have elapsed since the date on which the caution was given; and * It was not given in relation to an offence which appears on the list of offences relevant to safeguarding.   Where you were under 18 at the time the caution was given, the same rules apply as above in relation to it being a protected caution, except that the elapsed time period is 2 years or more. | |
| Yes | No |

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| If you have answered ‘yes’ to any of the above questions, please give full details below. If you were cautioned and/or convicted please outline the details including the date and place. |
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### Other matters

Do you know of any other matters not covered above relating to you and/or your background, which might cause your reliability or suitability to be called into question regarding any of the following:

* employment with TVI Learning
* working with children?

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| --- | --- |
| Yes | No |
| If you have answered ‘yes’ to the above question, please give full details below. | |
|  | |

In keeping with safer recruitment processes, we may carry out an online search on shortlisted candidates as part of our due diligence.  This may help identify any incidents or issues that have happened, that are publicly available online, which we might want to explore with the applicant.

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| We invite you to share with us your searchable social media screen names:  (Please note that this is optional). |

|  |  |
| --- | --- |
| Social Media Platform: | Screen Name: |

### Declaration

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| I declare that the information I have given in this whole form is, to the best of my knowledge and belief, true and accurate. I understand that any false information or omission in the information I have given above may mean that my application is rejected, or an offer is withdrawn, or I may be disqualified from employment with TVI Learning.  I understand that if I am employed by TVI Learning and any incorrect or omitted information relating to this application comes to light, my employment may be terminated.  I understand that if I am employed by TVI Learning, I have a continuous obligation to disclose any new information that emerges in relation to the questions regarding suitability for employment. This includes any changes to the information given above. Failure to do so may mean my employment may be terminated.  Successful applicants will be subject to a Disclosure and Barring Service check. | |
| I have read and understood the above | Yes |
| Name |  |
| Date | /  / |

### Data protection

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| Any data about you will be held in secure conditions, with access restricted to those who need it in connection with the application and selection process. Data may also be used for the purposes of monitoring the effectiveness of recruitment. In these circumstances all data will be kept anonymous.  If you are unsuccessful, your personal data relating to your application will be kept for two years. |

### Thank you for taking the time to complete this form.

Please send this form along with your application form to the email address stated within the job advert.

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