**Suitability Declaration Form**

**Title: \* Forename/s: \* Surname: \***

**Date of birth: \* National Insurance number:**

**Gender:\* Teacher Reference number (if held):**

**Course:\***

**UCAS Personal id Number:\***

**Student number (if known):**

\*Mandatory

This form is required so that the University can consider your suitability to commence a teacher training course. Any false declaration will be considered by the University under its regulatory procedures and may lead to the removal of your eligibility to commence a teacher training course.

**PLEASE ANSWER ALL QUESTIONS. PLEASE TICK EITHER THE YES OR NO BOX.**

**1.** Have you **EVER** been the subject of a bar, partial bar, warning or other action by the Secretary of State or the Independent Safeguarding Authority in relation to working with children or misconduct?

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **YES** |  |  | **NO** |  |

**2.** Have you **EVER** had one or more of the following:-

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Conviction | **YES** |  | **NO** |  |  | Warning | **YES** |  | **NO** |  |
| Caution | **YES** |  | **NO** |  |  | Penalty | **YES** |  | **NO** |  |
| Reprimand | **YES** |  | **NO** |  |  | Bind over | **YES** |  | **NO** |  |

**You must include anything recorded against you (spent or unspent), irrespective of how long**

**ago the incident took place. Your Suitability Declaration will be matched against your Disclosure and Barring Service check and any mis-match will be referred to the University Suitability Panel**. (Do not include fixed penalty traffic offences and parking fines)

**3.** Have you **EVER** been subject to any disciplinary sanction by any professional or regulatory body in this country or abroad or are you currently the subject of investigation by such a body?

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **YES** |  |  | **NO** |  |

**4.** Is there a current employment disciplinary finding against you and/or are you currently the subject of an employer's disciplinary investigation?

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **YES** |  |  | **NO** |  |

**5.** Is there any other information the University should know about which may have a bearing upon your suitability to register? (**Note**: As a teacher you will be responsible for upholding and promoting the standards of the profession. Relevant information would include any involvement in activities which could bring the reputation of the profession into disrepute.)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **YES** |  |  | **NO** |  |

**FOR EVERY "YES" ANSWER, YOU MUST COMPLETE THE BELOW BOX WITH A DETAILED, LEGIBLE ACCOUNT OF THE CIRCUMSTANCES INCLUDING THE SANCTION, DATE, REASON AND FULL IDENTIFICATION OF THE AUTHORITY, POLICE FORCE OR COURT CONCERNED. FAILURE TO COMPLETE THIS WITH FULL DETAILS WILL DELAY YOUR APPLICATION**

***If you need more space, please attach and sign an additional sheet***.

|  |
| --- |
|  |

**Declaration**

I declare that:

* All the information I have provided on this form is complete and correct to the best of my knowledge and belief
* At any time I agree to provide Sheffield Hallam University with my copy of the DBS certificate. I understand that failure to provide correct and complete information could result in my place at Sheffield Hallam University being withdrawn.
* I understand that the University can refuse to admit me if I have given **false information or have withheld relevant details**
* I understand my responsibilities in relation to safeguarding children and will notify the university immediately should my circumstances change in the future
* I understand that the University may contact me about information in my application and seek further information from any relevant authority, police force or court.
* I understand that the University will investigate allegations of misconduct against me that could call into question my registration.
* I agree to tell the University as soon as reasonably practical about any changes to my personal details.
* I understand that if I fail to tell the University about changes to information in my application, the University may consider this to be misconduct.
* I consent that the University may share limited information in relation to my DBS disclosure with placement settings.

Signed…………………………………………………………………………………………………………..

Print …………………………………………………………………………………………………………….

Date……………………………………………………………………………………………………………..