

CONFIDENTIAL

VOLUNTARY DISCLOSURE OF PREVIOUS CONVICTIONS, CAUTIONS AND REPRIMANDS

You have applied for employment or to work as a volunteer at the Royal Grammar School, Guildford (including RGS Prep) and, if appointed, you will be required to apply for a Disclosure Certificate from the Disclosure and Barring Service.

You are strongly recommended to disclose voluntarily any convictions, cautions or reprimands (whether spent or unspent) before the interview, using the form overleaf.

Information returned on this form will be treated with the same degree of confidentiality as the Disclosure Certificate itself and the information will not be generally available to staff of the school.

If you wish to make a disclosure, the form should be returned before the interview to:

Miss J McAllister
Headmaster's PA
Royal Grammar School
High Street
Guildford
Surrey
GU1 3BB.

The envelope should be marked **PERSONAL AND IN CONFIDENCE**

Applicant's Full Name

Applicant's Address

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Post applied for:

At school: Royal Grammar School / RGS Prep (delete as appropriate)

I hereby voluntarily disclose the following information:

Date	Place	Caution, Reprimand, Conviction
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Signature:

Date:

This information is confidential. If posting please ensure the form is placed in an envelope and marked **PERSONAL AND IN CONFIDENCE**. If sending electronically, please submit directly to the Headmaster: jmc@rgsg.co.uk.

If submitting this form electronically please note that, in the absence of a signature, the emailing of the form constitutes your certification that the details are correct.