




Multi Trades Training

Safe Recruitment Policy

Review Date: August 2024

Approved by	RK Jones	Position	Director
		Date	15 th June 2023

Document Control

Date	Review & Revision	By
15/06/2023	Update Service referred to as mandatory for all staff. Added Staff Development statement (appendix 2) Added application form (appendix 3)	Quality Lead

Scope

This statement outlines the general responsibilities and requirements that Multi Trades Training (MTT) expect from members of staff, learners, and employees in the process of recruitment.

MTT is committed to providing a safe environment which safeguards and protects the welfare of its learners so they can flourish and achieve their very best. In achieving this aim, it is imperative that we attract, recruit and retain staff of the highest calibre who share this commitment.

The aims of this policy are fundamentally achieved through the effective adoption of our organisation policies and procedures, but with particular reference to:

- Safeguarding Children, Young Persons and Vulnerable Adults Policy
- Staff Recruitment and Selection Policy and Procedure
- Code of Conduct

A further aim of this policy is to ensure compliance with statutory regulations from the Department for Education (DfE) documented within their guidance publication 'Keeping Children Safe in Education', the Code of Practice published by the Disclosure and Barring Service (DBS) and any other good practice guidance from organisations such as the NSPCC.

This policy will apply to all job applicants, staff, contractors and associates at MTT.

Recruitment and Selection Principles

MTT has adopted a Recruitment and Selection Policy and Procedure for appointing new staff which will be adhered to so that safe recruitment practices are followed when new staff, contractors, associates or volunteers join MTT or seek to work / volunteer with MTT.

The MTT approach to Safer Recruitment follows the four main principles:

Deter : deter applicants with inappropriate motivations from applying for positions, by making it clear that the organisation is not a 'soft target' for abuse (e.g. by referring to safeguarding policies in application processes or job advertisements);

Reject : identify and reject inappropriate people from the employment process (e.g. through interviews);

Prevent : ensure that there are no opportunities for abuse in the work context, by managing the environment, assessing risk, and establishing clear standards of behaviour (e.g. through appointment and induction processes); and

Detect : Identify inappropriate behaviour or abuse within the workplace at the earliest opportunity and respond appropriately (safe working culture).

In respect of this, MTT uses an application form to fully explore the suitability of candidates in addition to the submission of CV's. (See MTT Safer Recruitment Form (V1) Aug 2022)

For further support and information please visit <https://learning.nspcc.org.uk/safeguarding-child-protection/safer-recruitment>

Consideration will be given to using internal recruitment processes before advertising externally, wherever possible. This will ensure that opportunities for development and career progression are considered, increasing employee engagement, retention and supporting succession planning.

A competency approach will be used during the selection stage.

MTT has a legal responsibility to ensure that no unlawful discrimination occurs in the recruitment and selection process on the grounds of gender, sexual orientation, marital or civil partner status, gender reassignment, race, colour, nationality, ethnic or national origin, religion or belief, disability or age. Equality of opportunity is an integral part of our recruitment and selection process.

This policy takes into account current employment legislation and reflects best practice set out by the Chartered Institute of Personnel Development and the ACAS guide on recruitment and selection.

The Senior Management Team and Director will be responsible for the selection of their staff and will have the final decision on who should be appointed.

Stages of Recruitment

Job Analysis

A vacancy provides an opportunity to reassess the requirements of the job. MTT will, immediately following a resignation, review the role and the recruitment process. This may include whether the role, job purpose or job outputs have changed, whether the role requires different skills, knowledge or abilities and how it fits into the company structure. Exit interviews can provide useful information. This analysis should form the basis of an updated job description and person specification/job profile.

Job Description

The job description will be agreed before the recruitment process commences. It will detail the purpose, tasks and responsibilities of the job and will be used in the recruitment process to:

- provide information to potential applicants on the responsibilities of the job.
- act as an aid in writing job advertisements and choosing selection techniques.

Person Specification

A person specification states the necessary criteria for selection. The specifications should include the minimum requirements for qualifications, experience, knowledge and skills required to perform the role. It will be used to assess candidates for short listing.

Salary/Rate

The advertisement and job details must show a salary within an agreed salary range and be shown as either a salary range or a circa salary to give flexibility. Where no flexibility on the salary is available the actual salary should be stated.

Selection Process

The Senior Management Team will agree the following before advertising the role: -

- Advertising Media
- Closing Date
- Interviewer/ Panel
- Interview Date

- Selection Process

Attracting the Applicants

Advertisement:

- All jobs whether advertised internally only or externally, must have an advertisement which should be clear and indicate the:
 - job title
 - salary/reward package
 - job tenure (for example, contract length)
 - hours if part-time
 - job location/home working
 - outline job responsibilities and skills and experience required
 - details of how to apply
 - closing date for applications

Advertisements must be tailored to the target audience, and should always be clear and easily understood. They should avoid stereotyping or using wording that may discourage particular groups from applying.

Internal Recruitment:

Consideration will be given to internal recruitment, where one of the following criteria is met:

- The post may provide progression and career opportunities.
- The post may provide secondment opportunities.
- The post may provide opportunities for colleagues who currently occupy temporary or fixed term posts which are not likely to be renewed.

If any of the above criteria are met the post will be advertised internally for a period of one week to assess the interest from colleagues, although this decision may be subject to the recruitment requirements of external funders.

The decision as to whether the post is advertised internal only will be made by the Directors.

Application Forms

MTT uses its own application form (see appendix 3) and all applicants for employment will be required to complete an application form containing questions about their academic and full employment history and their suitability for the role (in addition all applicants are required to account for any gaps or discrepancies in employment history). Applicants submitting an incomplete application form will not be shortlisted.

The application form will include the applicant's declaration regarding convictions and working with children, and will make it clear that the post is exempt from the provisions of the Rehabilitation of Offenders Act 1974. CVs will not be accepted alone, but can be submitted for consideration.

All applicants will be made aware that providing false information is an offence and could result in the application being rejected, or summary dismissal if the applicant has been selected, and referral to the police and/or the DBS.

References and Checking

MTT will request references, by email, using a standard reference form and ask for an immediate response. The purpose of a reference is to obtain information about a candidate's employment history, qualifications, experience and an assessment of their skills and ability to undertake their current role. The reference should not collect any subjective information as to the applicant's suitability for the job on offer as it is unlikely that the referee will be able to give that assessment. References should be taken up to check facts and only factual and verifiable data should be relied upon.

Telephone references can be used but the information requested must be the same information as given on the form and an accurate record of the verbal reference must be made and placed on the employee's personnel file.

We are required by law to ensure that all employees are entitled to work in the UK. Assumptions about immigration status should not be made based on appearance or apparent nationality. All prospective employees, regardless of nationality must be able to produce original documents (such as passport) to satisfy current immigration legislation.

DBS (Disclosure and Barring Service) Check

Staff who are providing education and are regularly caring for, training, supervising or being solely in charge of people who are considered children or vulnerable adults, are considered to work under regulated activity under the Safeguarding Vulnerable Groups Act 2006. Therefore, safe recruitment and selection applies to all staff .

MTT applies for criminal record certificates from the Disclosure and Barring Service (DBS) in respect of all staff members, contractors and associates who come into contact with learners.

An enhanced disclosure will contain details of all convictions on record including current and spent convictions (including those which are defined as 'spent' under the Rehabilitation of Offenders Act 1974), together with any cautions, reprimands or warnings held on the Police National Computer.

It may also contain non-conviction information from local police records which a chief police officer reasonably believes to be relevant. If the individual is applying for a position working with children or young adults, it will also reveal whether he/she is barred from working with children or vulnerable adults by virtue of his/her inclusion on the lists of those considered unsuitable to work with children or vulnerable adults maintained by the Independent Safeguarding Authority.

Applicants with recent periods (within the last 5 years) of overseas residence or those with little or no previous UK residence may also be asked to apply for the equivalent of a disclosure, if one is available in the relevant jurisdiction(s).

Where MTT uses staff from supply agencies, contractors, etc., and the circumstances of their work are covered by regulated activity, MTT expects DBS checks to have been undertaken and proof of registration will be required before MTT commissions services from any such individual.

Portability of DBS Certificates Checks

All staff will be registered for the DBS Update Service if they are likely to require another check in the future. Applicants may sign up to the Service for a fee of £13 per annum, which is payable by the applicant.

This allows for portability of a Certificate across employers.

MTT will:

- Obtain consent from the applicant to carry out an update search.
- Confirm the Certificate matches the individual's identity.
- Examine the original certificate to ensure that it is for the appropriate workforce and level of check, i.e., enhanced certificate/enhanced including barred list information.

The Update check would identify and advise whether there has been any change to the information recorded, since the initial Certificate was issued. Applicants will be able to see a full list of those organisations that have carried out a status check on their account.

Recruitment of Ex-Offenders

Where a potential member of staff reveals details of any criminal convictions or offences at the recruitment, pre-employment stage, the Director will consider the facts in line with the MTT policy on the Recruitment of Ex-Offenders (Contained within the Equality & Diversity Policy.)

Retention of Records

If an applicant is appointed, MTT will retain any relevant recruitment information on their personnel file. If the applicant is unsuccessful, all documentation relating to the application will normally be confidentially destroyed after six months unless the applicant requests that MTT keep their details on file for longer.

MTT will maintain a single central record which provides evidence of the recruitment and vetting checks undertaken prior to employment relating to staff identify, qualifications and criminal records. The central register will include:

- Checks relating to identity – name, address and date of birth
- Qualification checks for relevant qualifications which are a legal requirement of the role
- Evidence of permission to work in the UK for those who are not nationals of the European Economic Area (EEA) country
- DBS enhanced disclosure number
- Date the check was evidenced

The Offer

Once the decision has been made to offer the post, MTT will contact the selected candidate to inform them that a provisional offer of employment will be made subject to satisfactory references, enhanced DBS check and subject to contract of employment and will confirm the offer in writing. Once satisfactory references and DBS clearance (if required) have been received, a contract of employment will be issued.

Informing the Unsuccessful Candidates

The Director will inform the unsuccessful candidates.

Links to support this policy

- [Keeping children safe in education 2022.pdf](#)
- [Code of Practice for Disclosure and Barring Service](#)
- [DBS Identity Checking Guidelines](#)
- [Rehabilitation of Offenders Guidance.](#)
- [Applicant Right to Work](#)
- [Prevent Duty Guidance](#)

Policy responsibility and review

This policy and its procedures will be reviewed annually, to ensure it continues to meet our needs and those of our Regulators i.e., Awarding Organisations (NOCN Cskills Awards) and external stakeholders.

The address for correspondence and contact point for further advice is:

Multi Trades Training Ltd

Shalford Dairy
Wasing Estate
Aldermaston
Berkshire
RG7 4NB

Tel: +44 (0) 2034 883801
E: info@mttraining.co.uk

Enclosed Appendix overleaf

APPENDIX 1

Model DBS Check Risk Assessment

This form can be used to assist in assessing and recording the risks of allowing someone to start work or volunteer in the setting prior to a DBS (Disclosure and Barring Service) check being received or where a DBS certificate shows relevant convictions or other relevant information.

The assessment of risk must be undertaken in accordance with the Policy on Employment of Ex-Offenders and Disclosure and Barring Service checks.

The completion of this risk assessment form is the responsibility of the appointing manager or line manager as appropriate. It must be authorised by the Director before the person can start or continue working with children or vulnerable adults or their records.

This completed risk assessment form must be placed on the individual's personnel file or other appropriate file and made available for Safeguarding and Ofsted inspections.

**Only in very exceptional circumstances staff (but not volunteers) who work with children, or their records may work without an enhanced DBS certificate if they are closely supervised i.e. within sight and sound of someone with a clear DBS check. However, this will normally only be permissible when not to allow them to work would disrupt the care of children, e.g. where there is a regulatory requirement to have a ratio of staff to number of children.*

People may therefore only work in these circumstances when the following applies:

- The appointment is necessary to allow the service provision to continue.
- An enhanced, DBS check has been applied for by the setting.
- The person has no unsupervised contact with children.
- They have no access to sensitive records, particularly information about individual children.
- This risk assessment and risk management plan has been completed and signed off by

DBS Risk Assessment Checklist - Starting work prior to DBS Certificate being seen

This risk assessment should be completed when considering whether to allow a new member of staff to start work before a new DBS certificate has been seen by Multi Trades Training Ltd.

Name		Role	
Interview Date	Click or tap to enter a date.	Proposed Start Date	Click or tap to enter a date.
DBS Application Date			
Is the person in Regulated activity?		Yes	No
Reason for starting without DBS in place			
Continuity of the MTT's provision to children		Yes	No
Other (please state)			
Known Information:-			
Have all the following checks been satisfactorily completed?			
Identity check (photographic)		Yes	No
Verification of current address		Yes	No
Overseas checks (where relevant)		Yes	No
Right to Work in the UK		Yes	No
Confirmation of qualifications		Yes	No
Two references [Essential]		Yes	No
Any other information			

Decision – this should be based on evaluating the above information collated.

High Risk: The individual should not be allowed to start without a new Enhanced DBS, as there has been a break in service of more than three months (or they do not have an Enhanced DBS certificate) and/or there is insufficient information about the person in the 'Known Information' list above.

Medium Risk: The individual may start work and although there is sufficient other information listed above, because there is a gap in service of three months or more (or they do not have an Enhanced DBS certificate), the person must be supervised* at all times (* The unchecked person must always be 'within sight and hearing' of a person with an Enhanced DBS check).

Low Risk: The individual may start work, without additional supervision, as they already hold an Enhanced DBS check and there is no break in service of three months or more and all other checks have been satisfactorily completed.

Authorisation:-

Director (Signature)	
Director (Print Name)	
Date:	Click or tap to enter a date.

APPENDIX 2

Staff Development Policy

Multi-Trades Training (MTT) supports the educational and professional needs of its staff to ensure they have the right skills, knowledge and experience to be able to deliver a high-quality experience for their customers. These objectives include:-

- To ensure that teaching staff are appropriately qualified
- To promote and ensure skills currency (including industrial up-skilling) and application of knowledge
- To develop the workforce as professionals and provide opportunities to support staff to fulfil ambitions
- To fulfil legislative training requirements

Scope

This policy applies to all training staff at MTT and any associated sites and covers the main aspects of professional development.

Staff Development Requests

Employees are encouraged to discuss their development openly and freely. This may take place at their annual professional performance review or as needs arise for the individual or the business. All requests will either be actioned or where not relevant or obtainable, a discussion must take place to look at an alternative action plan, within an appropriate timescale.

Development needs can be identified as groups or team issues through discussion by their line manager.

Mandatory Training Requirements

There is an expectation that all staff complete relevant mandatory training as per their job role

All staff are expected to complete Induction training

- All staff are expected to receive Health & Safety, Safeguarding, Prevent and Equality & Diversity refresher training as and when required.
- All Service staff are expected to complete any additional or developmental training in accordance with legislative, industrial, awarding body or the organisations requirements within a reasonable and agreed timeframe

Where there is a need for other mandatory courses these will be delivered/sought as required. The best 'value' when sourcing external providers of this type of course will be secured. Where these topics are internally delivered we strive to view and evaluate the quality of the offering.

Continuing Professional Development (CPD)

MTT is committed to developing a working environment that promotes supported performance for all. This process will assist in the retention, development and progression of staff within the organisation. All requests are considered to support staff members in attaining new knowledge and skills to assist them in completing their tasks and progression.

All teaching and training staff will be required to complete a minimum of 30 hours (pro rata, minimum of 6 hours) CPD in line with the awarding body requirements. MTT encourages its entire staff to maintain a yearly CPD activity irrelevant of their role.

CPD is considered as;

- Actual professional work for customers
- Training courses that lead to formal or no formal qualification
- Seminars and events that enhance teaching and training knowledge and practice

Attendance for the event must be approved by the member of staff's line manager and senior line manager.

This agreement is confirmed through the staff development form. If attendance is inside working hours the manager must ensure that this does not cause determinant to the normal working role or service and working hours are not reduced in any way.

Where there is a requirement for multiple employees to attend, this will be negotiated with the Senior Line Manager. If an external provider is required to deliver in house training to a team, a request must be submitted for consideration and costs agreed prior to commencing booking of the training.

If staff development is arranged prior to authorisation, this will not necessarily be supported and time off may not be given to attend the course or training, due to additional expenses that may be incurred, nor will it be financially supported and costs will be incurred by the staff member.

Where required financial support will be offered or courses paid for (at the discretion and with the agreement of the Directors), travel and accommodation expenses may be funded by MTT if prior agreement secured. Repayment may be required if the staff member leaves MTT employment within 12months of receiving the training.

While courses may be funded through MTT, staff may be asked to make a financial contribution associated with the course, should it lead to personal qualification that the staff member can enjoy should they leave the employment.

The member of staff must be in a position to complete the course and, where appropriate, take the examination. On completion of any qualification, the staff member will supply MTT with a copy of the certificate for recording on their personal file and may use their knowledge to support sharing of best practices.

APPENDIX 3 – Recruitment Application Form

All sections of this form must be **fully** completed and note that if a C.V. and/or other supporting documentation is also submitted the information contained therein must be included in this form for it to be considered.

Post applied for:	
Team/Department:	

Personal Details

Title:		Other:		Last Name:		
Full Name:				Known As:		
Any former names:						
Address:						
Postcode:						
Contact number:				Email:		

Employment History

Starting with your most recent job, paid and/or unpaid, please list employment providing all of the details requested. It is important that you include periods of unemployment; and if you have been self-employed you will need to provide proof. If you are short-listed we will obtain references, which may cover a full three-year history, they could include time spent in education. In addition to information on ability and performance we will be seeking information on recent sickness.

Name of Current/Last Employer					
Address:					
Postcode:			Employer's telephone number:		
Job Title:				Salary:	
Employment Dates	From:				Leaving date or notice period:
Reason for leaving					
Brief description of responsibilities:					

Previous Employment

Employer's/Organisation's Name			
Address:			
Postcode:		Employer's telephone number:	
Postheld:			Salary: <input type="text"/>
Employment Dates	From:	To:	
Reason for leaving			
Employer's/Organisation's Name			
Address:			
Postcode:		Employer's telephone number:	
Postheld:			Salary: <input type="text"/>
Employment Dates	From:	To:	
Reason for leaving			
Employer's/Organisation's Name			
Address:			
Postcode:		Employer's telephone number:	
Postheld:			Salary: <input type="text"/>
Employment Dates	From:	To:	
Reason for leaving			
Employer's/Organisation's Name			
Address:			
Postcode:		Employer's telephone number:	
Postheld:			Salary: <input type="text"/>
Employment Dates	From:	To:	
Reason for leaving			

Please provide details of any gaps of employment history – with dates

Dates	Reasons for employment gaps

Qualifications and training
Secondary Education

Name of school/college		
Address:		
Postcode:		
Date of study	From:	To:
Qualifications and grades obtained		

Please give details of any qualifications or training that you have received, which support your application. Include any on the job training as well as formal courses.

Name of College/University/ Other		
Address:		
Postcode:		
Date of study	From:	To:
Qualifications and grades obtained		
Name of College/University/ Other		
Address:		
Postcode:		
Date of study	From:	To:
Qualifications and grades obtained		

Professional Qualifications/Registrations

Please provide details of any professional qualifications & membership of professional institutes that you hold

Name of professional body	
Membership grade and number	
Date Obtained	
Name of professional body	
Membership grade and number	
Date Obtained	
Name of professional body	
Membership grade and number	
Date Obtained	

Supporting Statement and Achievements

Please describe how you meet each of the points on the person specification as listed on the job advertisement using examples from your work or home life, time spent in education, voluntary work or from your hobbies/interests to demonstrate your skills, experience, knowledge, ability, and achievements. This information is needed to consider your application.

Employment Checks for the Safeguarding of Children (under 18 years of age) and Adults at Risk

MTT are committed to safeguarding and promoting the welfare of children and adults at risk and expect all staff to share this commitment. As part of our commitment, we need to ensure that all potential employees satisfy our employment checks. Please note that where appropriate, shortlisted and/or potentially suitable applicants will be required to undertake further checks, including references, and will be required to provide a Disclosure from the DBS.

Do you hold a current cricket specific enhanced DBS certificate? Tick as appropriate	Yes	No		
Are you currently part of the cricket DBS Update Service? Tick as appropriate	Yes	No		
If YES, please provide the information below. If NO, please proceed to the next section.				
DBS Registration Number:		Annual Registration Renewal Date:		
Level of check obtained at point of registration? Tick as appropriate	Standard		Enhanced	
Which workforce was your check requested for at point of registration? Tick as appropriate	Children	Adult	Adult & Children	Other
Declaration: By signing this application form and providing the information above I understand that I am authorising MTT to consult the DBS Update Service in the context of its recruitment and safeguarding procedures and agree to provide the relevant disclosure certificate to facilitate this process.				

Rehabilitation of Offenders Act 1974

This post is exempt from the above act, as the nature of the job falls within the type of work excluded from the Act by the 1975 and 2001 Exceptions Amendment. This means you must declare on this form all offences, convictions, cautions, bindovers or any court cases you may have pending. Convictions will not necessarily be a bar to employment with MTT.

As this post involves working with or has access to children and/or adults at risk, we will require an enhanced check from the Disclosure and Barring Service (DBS) for the successful candidate.

Have you ever been cautioned or convicted of a criminal offence? Tick as appropriate	Yes	No		
Have you ever been disqualified from working with children and/or adults at risk? Tick as appropriate	Yes	No		
Do you have any unspent criminal convictions or cautions? Tick as appropriate	Yes	No		

If you fail to disclose any criminal convictions or cautions, including those spent, it could result in withdrawal of the job offer, dismissal or disciplinary action by MTT. If you do not have any, please write none.

Details of offence(s)	Place and date of Judgement(s)	Sentences(s)

Possession of a conviction or caution will not necessarily mean that you will not be appointed, each case is considered on its merits. All information given will be treated in the strictest confidence and will be used for this job application only.

Referees

Please give the details of two referees. One of these should be your Line manager with your present and/or last employer.

Referee's name:		Post held:	
Organisation's Name (if applicable)			
Address:			
Postcode:	Email address:	Telephone number:	
Your relationship to the referee:		How long have they known you?	
Referee's name:		Post held:	
Organisation's Name (if applicable)			
Address:			
Postcode:	Email address:	Telephone number:	
Your relationship to the referee:		How long have they known you?	

Please note that MTT will seek references as detailed above and may approach other previous employers for information to verify particular experiences or qualifications only if you were to be offered the position.

We may also ask previous employers for information about disciplinary offences relating to children and/or adults at risk, including any in which the penalty is 'time expired' (that is where a warning could no longer be taken into account in any new disciplinary hearing for example) and whether the applicant has been the subject of any child protection concerns. Please provide any details below of any issues, such as those described above that may be raised by any potential references. If there are none please write 'none':

Additional Information

- Working in the UK**

Are you eligible to work in the UK/EEA? Tick as appropriate	Yes	No
Do you require a work permit to work in the UK? Tick as appropriate	Yes	No
National Insurance Number:	Date of birth:	

- Sickness Records**

Total number of days you have been absent from work due to sickness in the last 2 years:	days	Number of occasions:
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- Disability**

The Equality Act 2010 defines a person as having a disability if they have a physical or mental impairment, which has a substantial and long-term effects on their ability to carry out normal day-to-day activities. If MTT know you have a disability we will if required make reasonable adjustments to the interview and selection process as well as access to premises and if appointed, working arrangement and/or the working environment.

Do you have a disability you wish us to know about at this stage? Tick as appropriate	Yes	No
Please let us know what access requirements you may have (if applicable)		

- Disclosure**

MTT do not exclude people who are related to, or have a close personal relationship with our board members or employees. We will however make sure that they do not take part in the selection for this post. Please make sure you read and sign/positively tick the declaration.

Are you related to, or have a close personal relationship with any MTT board member or employee? Tick as appropriate	Yes	No
If Yes, please state their name and the position they hold		
Name	Position held	
Name	Position held	

- Data Protection Act and General Data Protection Regulations**

The personal data you provide in this job application will be used for recruitment purposes. If your application is successful the personal data will be stored on your employee file and used for payroll and personnel administration. It will only be shared with MTT officers and/or contractors with a legitimate need to view it, and with government departments and agencies where there is a legal obligation to do so. Personal data held about unsuccessful candidates will only be retained for six months. Full details of how MTT process your personal data for job applications, including your rights under the General Data Protection Regulations is outlined in the Job Applicant Privacy Notice (click on link)

I have read and understood the Privacy Notice Please tick

Declaration

I understand that providing misleading or false information/qualifications will disqualify me from appointment or if appointed, may lead to disciplinary action and dismissal.	
I authorise MTT to check the information supplied and hold all such information in both paper and electronic formats. If you are successful in your application you will be asked to sign this declaration.	
Signature	Date
Print Name	

Please submit your application by the closing date. Your application should be sent to apprenticeships@mttraining.co.uk.

Your completed application form will be used to decide whether or not you are invited for an interview, or the next stage of the recruitment stage of the recruitment process. You will hear from us shortly after the closing date if your application is shortlisted.

Employment self-declaration and disclosure form
Private and Confidential

For roles involving contact with children (under 18 years of age) and/or adults at risk.
 All information will be treated as confidential and managed in accordance with relevant data protection legislation and guidance. You have a right of access to information held on you under the Data Protection Act 2018.

Part One

For completion by MTT:		
Candidate's Name:		
Address:		
Postcode		
Contact Number:		
Date of Birth:		
Gender: Tick as appropriate	Female	Male
Identification (<i>tick box below</i>):		
<input type="checkbox"/>	I confirm that I have seen identification documents relating to this person, and I confirm to the best of my ability that these are accurate.	
Either		
UK Passport Number and Issuing Office		
UK Driving Licence Number (<i>with picture</i>)		
Plus		
National Insurance Card or current Work Permit Number		
Signature of authorised Employing Officer:		
Print name:		
Date:		

Part Two

If the role you have applied for involves frequent or regular contact with or responsibility for children and/or adults at risk, you will also be required to provide a valid cricket specific DBS (Disclosure and Barring Service) certificate which will provide details of criminal convictions; this may also include a Barring List check depending on the nature of the role (see MTT guidance about eligibility for DBS checks).

<i>For completion by the individual (named in Part one):</i>	
Have you ever been known to any Children's Services department, Police, LADOs and NSPCC as being a risk or potential risk to children and/or adults at risk? Tick as appropriate	YES / NO <i>(if Yes, please provide further information below):</i>
Have you been the subject of any disciplinary investigation and/or sanction by any organisation due to concerns about your behaviour towards children and/or adults at risk? Tick as appropriate	YES / NO <i>(if Yes, please provide further information)</i>
Confirmation of Declaration (tick box below)	
I agree that the information provided here may be processed in connection with recruitment purposes and I understand that an offer of employment may be withdrawn or dismissal may result if information is not disclosed by me and subsequently come to MTT's attention.	
In accordance with MTT's procedures if required I agree to provide a valid DBS certificate and consent to MTT clarifying any information provided on the disclosure with the agencies providing it.	
I agree to inform MTT within 24 hours if I am subsequently investigated by any agency or organisation in relation to concerns about my behaviour towards children and/or adults at risk.	
I understand that the information contained on this form, the results of the DBS check and information supplied by third parties may be supplied by MTT to other persons or organisations in circumstances where this is considered necessary to safeguard other children and/or adults at risk.	
Signature:	
Print name:	