



BOHUNT

EDUCATION TRUST

Safer Recruitment Policy & Procedure

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1. Introduction

Bohunt Education Trust aims to be an equal opportunities employer and selects staff on merit, irrespective of race, sex, disability, or age ensuring we are following guidelines stipulated within the Equalities Act.

Bohunt Education Trust is committed to safeguarding and promoting the welfare of children and young people and we require all staff and volunteers to share this as well as demonstrate this commitment in every aspect of their work.

As a Trust, we are fully committed to using disciplinary procedures that effectively manage issues we may have with members of staff who fail to comply with the Trust's safeguarding and child protection procedures and practice, including referring any allegation of abuse by an adult working with a child to the Local Authority Designated Officer (LADO) within one working day of the allegation having been made.

A referral will be made if an adult has:

- behaved in a way that has harmed a child, or may have harmed a child
- possibly committed a criminal offence against or related to a child
- behaves in manner towards children that may indicate that he/she would pose a risk to children

2. Purpose

The purpose of this policy is to stipulate the requirements of a recruitment process that aims to:

- attract and recruit the most suitable applicants to each vacancy
- deter applicants who would be deemed as being unsuitable to be working alongside children and young people
- identify and reject applicants who are unsuitable to work alongside children and young people

This policy will ensure that all persons are treated fairly and without discrimination in accordance with the Equality Act 2010.

Staff will be employed based on their suitability to the role, in compliance with the requirements of Department for Education's Keeping Children Safe in Education publication.

3. Roles and Responsibilities

The Governing Body of the Trust/school will:

- ensure that the school has effective policies and procedures in place for the safe and fair recruitment of staff and volunteers, following the DfE guidance and legal requirements
- monitor the Trust/school's compliance with the policies
- identify and implement safer recruitment training for relevant members of staff

The Headteacher will:

- regularly update and review any safe or fair recruitment legislation, and reflecting these changes within the school's current policies
- ensure that all staff and volunteers have had all appropriate checks in order for staff to work within the school
- monitor any external contractors' and agencies' compliance with this document
- promote the safety and well-being of children and young people at every stage of the process

4. Delegation of Appointments and Selection Panel

All appointments and interview panels will follow in accordance to the Bohunt Education Trust's Scheme of Delegation document (see Appendix I).

The Headteacher will ensure that there are at least two colleagues (ideally three) on every selection panel, with at least one member having undertaken the Safer Recruitment Training.

5. Advertising

All vacant posts will be advertised in line with equality and diversity guidelines, in order to encourage a broad spectrum of applicants where possible. This would ordinarily mean placing an advertisement externally in most instances. However, there may be reasonable grounds to advertise a vacancy internally if there are suitably qualified internal candidates, or staff are at risk of redundancy. In order to comply with legislation, all internal adverts must be made available to all relevant staff, including temporary staff (this includes part time workers, fixed term workers and agency staff) and those absent from work (including staff on maternity leave or long term sick leave). Any internal recruitment process will follow the procedures set out in this policy.

All advertisements for posts, paid or unpaid will include the following statements:

“Bohunt Education Trust is committed to safeguarding and promoting the welfare of children and young people and requires all staff and volunteers to share and demonstrate this commitment”

“The successful candidate will be subject to pre-employment checks, including enhanced DBS checks and satisfactory references”

6. Information for Applicants

All applicants will be provided with:

- A job description and person specification
- An application form – CV's alone will not be accepted
- CP/DBS information – rationale as to why we DBS check and what the DBS checks look for

7. Initial Correspondence with Applicants

Once an application has been received, the candidate will be emailed informing them that their application has been received.

8. Short Listing and Interview Process

8.1 Shortlisting:

This will be undertaken by a selection panel of two or more persons, using the job description, person specification and the candidate's application form in a fair and non-discriminatory way. At this stage, the panel will agree the suitable candidates to invite to interview. It is at this point that the selection panel should note whether candidates have stipulated if there are any special adaptations required for interview.

Any applications that have not been invited to interview, should be contacted via their correspondence address (email in the first instance) informing them they have not been shortlisted, using the following statement:

Dear (Use Applicant's Name):

We appreciate your interest in Bohunt Education Trust/ School name and the position of (Name of Position) for which you applied.

After reviewing the applications received by the closing date, yours was not selected for further consideration.

The selection committee appreciates the time you invested in your application. We encourage you to apply for posted and advertised positions within the Trust, for which you qualify, in the future.

Regards,

.....

8.2 Right to Work in UK

The candidate should will be advised to bring with them to interview, original documentation in order for Right to Work and DBS checks to be undertaken. They should

also produce original as well as any other documents (QTS certificate, etc.) required to undertake to the role. Photocopies should be made and given back to the candidate. Photocopies of all documents should then be given to the relevant person who undertakes pre-employment/ DBS checks.

8.3 Reference Requests:

At least two references will be requested per candidate, with one being from the candidate's most recent/current employer. Ideally, references should be received before interview. However, all correspondence to the candidate must stipulate that employment is subject to satisfactory references. It is worth noting at this stage, if an employer allows the employee to start work before satisfactory references have been received, the employee will have the same rights as any other employee, including the right to claim wrongful dismissal.

References enable the interview panel to:

- Verify the information provided by the candidate
- Challenge any contradictory information
- Obtain any missing information
- Inform the interview discussion

For candidates being considered for teaching, who do not have an employment history, checks should be made with the University/training provider.

Any disciplinary, allegations, or information received from employer access online checks must be carefully considered when looking at a candidates' suitability for the position.

Verbal testimonials are not suitable. References will be sought directly from the named referee, and where necessary they may be contacted to clarify any anomalies or discrepancies. The candidate may also be asked at interview to clarify any anomalies. Detailed written records should be kept for both.

Should a candidate apply for a vacancy, which involves working with or in close proximity to children, and their most recent employment did not involve working with children, a reference will be sought from the most recent employment in which the candidate has worked with children. The employer should be asked to confirm details of the candidate's employment and his/her reason for leaving.

All references received must be in writing and specific to the job for which the candidate has applied for.

8.4 Interview:

Candidates should be informed of their invitation to interview, with the employer giving reasonable notice. In exceptional circumstances, there may be a requirement to arrange interviews at short notice; in this case candidates should be contacted by telephone.

Candidates invited to interview will receive:

- Written correspondence confirming the interview
- Details of the of the interview day, including details of the interview panel (if possible)
- Details of any tasks to be undertaken as part of the interview process
- The opportunity to discuss the process prior to the interview
- At interview, the candidate will be asked a series of questions, that relate to the job role and to ensure the candidate meets the requirements to the job description/person specification.
- Candidates will all be asked the same series of questions, taking into account the fact that no question should directly or indirectly discriminate against the candidate.
- The interview process will also explore the candidate's understanding of child safeguarding issues.
- Candidates will always be required to:
 - To satisfactorily explain any gaps in employment
 - To satisfactorily explain any anomalies or discrepancies in the information available to the selection panel
 - To declare any information that is likely to appear on a DBS disclosure or Prohibition Order (teaching staff)
 - To demonstrate their capacity to safeguard and protect the welfare of children and young people
- The interview will also include a discussion around any convictions, cautions, allegations or pending prosecutions that the candidate has declared and are relevant to the prospective employment.
- Recruitment documentation will be retained within the HR department in line with Data Protection guidelines. Documents will be kept for a period of 6 months, after which all information about unsuccessful candidates will be securely destroyed.

9. Pre-appointment Checks

An offer of employment to a successful candidate, including one who has lived or is living abroad, will be subject to satisfactory completion of pre-employment checks.

When appointing new staff, we will:

- Verify a candidate's identity from current photo ID (originals) and proof of address (originals) except where, for exceptional reasons, no acceptable ID is available: the advice of the HR department will be sought.
- Obtain an enhanced DBS certificate with barred list information
- If the candidate is to be employed as a teacher, checks should be made in order to establish whether or not the candidate is subject to a Prohibition Order, using the Employer Access Online Service
- Use the Employer Access Online Service to check information about teacher qualifications held

- Verify the candidate's general physical and emotional fitness in order to carry out the role effectively and to understand any requirements for reasonable adjustments needing to be made in order for the candidate to be able to undertake their role. (see Appendix J)
- Verify the candidates right to work in the UK in accordance to the guidance provided by GOV.UK website
- Make any further checks that we consider appropriate if the candidate has lived or worked outside of the UK, including information on sanctions or restrictions imposed by the European Economic Area (EEA) professional regulating authorities
- Verify personal qualifications (original certificates), as appropriate
- 'by association' checks – if applicable

All checks will be:

- Documented and retained within the personnel file
- Recorded on the school's Single Central Record
- Followed up if there are any unsatisfactory or any discrepancies in the information received

10. Personnel File and Single Central Record

Documentation relating to the recruitment and selection of the successful candidate will be filed securely and confidentially for the duration of his/her appointment with the school.

These will include:

- Application form
- Interview notes
- References
- Proof of identity
- Proof of right to work in the UK
- Proof of relevant academic/professional qualifications
- Evidence of DBS clearance, Barred List and Teacher Prohibition checks
- Offer of employment letter and signed contract of employment

The school's Single Central Record is maintained in accordance to the DfE guidelines

11. Start of Employment

The pre-employment checks listed above, must be satisfactorily completed before the employee starts working within the school/Trust. Exceptions may be made should there be delays in DBS checks for example, and the employee's role does not involve working alone with children. No exceptions will ever be made for the Barred List and Teacher Prohibition checks. All candidates have the opportunity to disclose any past/current convictions on the Trust application form.

12. Staff not employed directly by school

12.1 Supply staff

Our supply agencies will provide us with up to date DBS checks and any necessary paperwork. Most agencies will provide photographic paperwork to enable us to identify supply staff on arrival. However, if this is not the case, we will request to see photographic identification on arrival. No supply staff will be allowed to undertake lessons unless we can identify them with photo ID. Supply staff checks will be logged on the Single Central Register (SCR)

12.2 Peripatetic Staff

If Peripatetic staff are agency supplied, we shall request information as we would for supply staff. Peripatetic staff, who work across the Trust can work under the same DBS check, so long as this check was undertaken by a Bohunt Education Trust school.

12.3 Volunteers

We carry out DBS and re-vetting checks appropriate to the post and require regular volunteers to provide two referees. References are undertaken as per detailed in this policy. Volunteers who help occasionally (trips/PTA events) are supervised in accordance with legislation. Any checks carried out, will be recorded on the school's SCR.

12.4 Students on Placement

When volunteers are working in school as part of a recognised training course (such as PGCE, NVQ, etc.) references and completion of an application form will not be required. However, we will require proof of DBS enhanced clearance with the barred list check from colleges/universities. Identity checks (providing photo ID) on arrival will be undertaken.

12.5 Students on work experience

Occasionally the school may have students on work experience. Students will always be supervised throughout their time on site.

12.6 Contractors

All contractors working on site will report to reception, to sign in and obtain/wear a visitors' badge. Visitors should also be made aware of school expectations, in order to keep themselves and others safe. It is recommended that a laminated card, highlighting the school's recommendations/expectations, be shown to all visitors as they arrive in reception, with an option to tick an acknowledgement of this when signing in/obtaining their visitors' badge.

13. 'How to' Guide: Recruiting Staff:

13.1 Advert

- Define job role/person specification
- Investigate most suitable advertising platforms, in the first instance considering direct advertising (non-agency) eg:
 - TES
 - Linked In
 - BET/School website
 - Parent communications
 - Other relevant methods as advised by HR
- Check information is correct – NOR, school address, job title, etc. (see appendix A)
- Font – Gill Sans MT
- Salary – if applicable/'competitive salary'
- Closing date
- Advert detail should complement any job description/person specification (see appendix B & C)
- Have advert checked before going live

13.2 Applications from candidates

- Respond to applications as they are received
Example:
'Thank you for your application for the role of....., we shall we shall be in touch shortly after the closing date'.
- Forward all applications to the relevant members of staff – Headteacher/Head of School/other appropriate staff for shortlisting, attaching shortlisting template (appendix D)
- Send rejection emails to unsuccessful candidates not being invited to interview– see example (appendix E)
- All hard copy rejection applications to be filed in secure cabinet for 6 months
- Unsuccessful electronic applications, will be archived in the relevant personnel area and deleted after 6 months

13.3 Interviews

- Determine interview date/times/room/interview panel
- Book room if required
- Inform relevant staff if refreshments are required
- Email shortlisted candidates, inviting them to interview (see appendix F)
 - Important to ensure candidates know they documents they need to bring for HR to undertake the necessary checks (teaching staff should also bring proof of QTS)

- Inform candidates of any additional tasks to be undertaken. If they are required to teach a lesson, it would be useful to inform the candidate of the class' ability, any students with additional needs, topic to be taught, etc.
- Provide interview panel and reception with an interview schedule of who is arriving and when
- Book students for school tour – if necessary
- Make up interview packs for interview panel
 - Application form/references
 - Interview questions
 - Interview schedule (see appendix G)
 - Copy of job advert and job description/person spec (if applicable)

On the day:

- Meet and greet candidates – sign in at reception
- Housekeeping – advise where staff restroom facilities are, offer a drink, etc.
- Photocopy all documents (one must be photo identification) and pass on to HR
- Ensure someone is escorting candidates to where they need to be throughout the day
- Successful candidate(s) interview packs to be given to HR, with
 - Interview notes/ references
 - Copy of any job advert/job description/person spec
 - Full/part time – hours/days to be worked
 - Permanent/fixed term/temp position
 - Agreed salary/ additional responsibility pay and what we are calling that
- Ensure all unsuccessful candidates have been informed via telephone, and this recorded within interview pack
- Unsuccessful candidate packs to be filed securely for a period of 6 months, after which they should be destroyed

13.4 References

All recruitment processes should include seeking written references from current/ previous employers. References should be sought for all external candidates, and internal (if appropriate).

- Check application form to determine the named references that can be obtained before interview. *Pre Sept 17 form does not give this option – candidates will need to be contacted to determine whether references can be obtained before interview.
- Check whether first named reference is current/most recent employer
- Email named references (example below), including BET reference form(s) (see appendix F) as well as any job advert/job description/Person specification
- Acknowledge any references received, printing copies for interview packs, and saving an electronic version in the Recruitment email folder, under the relevant vacancy
- Any obvious anomalies should be flagged to the interview panel

- After interviews, references should be kept with the candidates' file, and stored in accordance to data protection guidelines

13.5 Post Interview

Successful candidate(S) files should be passed to HR via the relevant school contact.

The HR department will:

- Update SIMS/payroll systems
- Draw up contracts for signing
- Produce the offer letter
- Send out any other school literature (including offer letter/contract) relevant to the new employee eg Dress code, New starter forms

Appendix A - Example of Advert



BOHUNT SCHOOL

11-18 Mixed Academy & 6th Form

NOR: 1809

Longmoor Road, Liphook, Hampshire, GU30 7NY

Tel: 01428 724324 www.bohunt.hants.sch.uk

Job title

Start Date:

Salary: £/ Competitive Salary

Bohunt Education Trust is committed to safeguarding and promoting the welfare of children and young people and requires all staff and volunteers to share and demonstrate this commitment.

Small paragraph to explain the role/incentives/subject area info – summer GCSE results (if suitable), etc.

Are you able to:

- Inspire and innovate?
- Nurture and develop (yourself as well as others)?
- Commit to, and raise further, high achievement and motivation?
- Optimise English learning for all?

We will offer:

- A supportive learning environment and team to work in.
- The opportunity to make a difference
- The chance to actively promote your career development
- Happy and enthusiastic students who want to learn.
- The benefit of being part of a multi-academy trust offering the support of experienced colleagues across our schools and greater opportunities for career progression

Bohunt School in Liphook was judged to be Outstanding in all areas in April 2013 and the school has received national coverage of a variety of innovative initiatives.

Last summer's GCSE results placed us in top 15% of non-selective schools nationally. The School is located in attractive, open country on the edge of Liphook (40 miles from London) with easy access to the A3 between Guildford and Portsmouth.

New Entrants to the profession will receive a **bonus payment of £1500** on successful completion of their NQT year, payable at the end of their fourth term of employment

The successful candidate will be subject to pre-employment checks, including enhanced DBS checks and satisfactory references.

For further details on how to apply please visit:

<https://www.tes.com/jobs/employer/bohunt-school-liphook-101270> or email: recruitment@bohunt.hants.scu.uk

Closing date for applications:



Appendix B – Example of Job Description template



Job Title (job title)

Location:

Responsible to:

Liaises with:

Job Purpose

Main Duties

INSERT MAIN DUTIES

The purpose of this job description is to indicate the general level of responsibility of the post. The detailed duties may vary from time to time without changing the general character or level of responsibility entailed. There may be the need to provide assistance or undertake such other duties as may be reasonably assigned by the Headteacher or designated colleague.

Appendix C – Example of Person Specification template



Criteria	Essential	Desirable
Knowledge, Experience, Ability	<input type="checkbox"/>	<input type="checkbox"/>
Personal Skills/Qualities	<input type="checkbox"/>	<input type="checkbox"/>
Qualifications	<input type="checkbox"/>	<input type="checkbox"/>

Appendix D - Example Shortlisting template

Name			
Post			Date:
Invite to interview		Reject	
<p>Notes</p> <p>(to be completed in conjunction with job description/person specification if applicable, and affix to the candidates application form)</p>			

Appendix E – Example of Rejection email

Good morning (name)

We appreciate your interest in Bohunt School and the position of (.....) for which you applied.

After reviewing the applications received by the closing date, yours was not selected for further consideration.

The selection committee appreciates the time you invested in your application. We encourage you to apply for posted and advertised positions within the school, for which you qualify, in the future.

Regards,

Appendix F – Invite to Interview

Good morning/afternoon (name)

Thank you for your application for the role of (job title).

I'm pleased to inform you that you have been shortlisted for interview and we would like to meet you on:

Date:

Time:

Venue:

Interview Panel: (No. of members of staff with names/job title if possible)

Your interview will comprise of: *Stipulate plan of the day any additional tasks to be undertaken

- interview
- lesson
- In tray exercise
- presentation, etc.

For safeguarding purposes, please can I ask that you bring the following documents with you on the day of your interview

- passport, birth certificate/marriage certificate and driving licence
- a bank statement or utility bill to confirm your name and address, dated within the last three months
- a Certificate of Registration, or a Biometric Residence Permit, and/or immigration documents where relevant
- Copies of teaching qualifications if applicable

Please confirm you are able to attend interview by (date before interview).

Should you have any questions at all, please do not hesitate to contact me.

Regards,

Appendix G – Example of Interview Schedule

History Interviews, Bohunt Liphook: Friday 26 May 2017

Name	Name
0845 Arrive	
0850 Welcome	
Teach Lesson Year 9T LMO 0925 - 1015 B3	0930 – 1000 School Tour
1030 – 1100 School Tour	Teach Lesson Year 9 SK KES 1015 - 1105 B4
1100 – 1130 Interview	
End of Day	
	1130 - 1200 Interview
	End of Day

Lesson Topic 'Race Relations in the UK'

Appendix H – BET Reference Request Form – teaching/support



Bohunt Education Trust Reference Request Form

<p>Candidate:</p> <p>Name of person/referee completing the form:</p>				
<p>How long and in what capacity have you known the candidate mentioned above?</p>				
<p>Please confirm the candidate's current salary and job title?</p>				
<p>Please provide any information relating, however indirectly, to child protection concerns.</p>				
<p>Please complete the form below as comprehensively and accurately as possible.</p>				
	<p>Strongly Agree</p>	<p>Agree</p>	<p>Disagree</p>	<p>Strongly Disagree</p>

The candidate has excellent subject knowledge.				
The candidate has undertaken a broad range of professional development.				
There are no concerns in relation to the candidate's suitability to work with children.				
The candidate has established excellent working relationships with colleagues. By this they are able to motivate, lead and support colleagues.				
The candidate has established excellent and appropriate working relationships with parents.				

The candidate is able to exercise appropriate classroom control and management of pupil behaviour.				
The candidate has taken part in a range of extracurricular activities.				
The candidate's attendance and punctuality are excellent.				
There are no pending or past disciplinary offences relating to this candidate.				

I would recommend the candidate for this post without reservation.				
<p>Please record any additional comments that you would like to make in relation to this candidate: In particular with reference to the candidate's performance history and conduct, any specific concerns that are held in regard to the person's suitability for this post and to work with children and details on behaviour management expertise.</p>				
Signed:			Date:	
<p>Position:</p> <p>Name of organisation/Name of School:</p>				

Under the Data Protection Act (UK) the person names above would normally have access to the information provided here if requesting from the receiving organisation. The organisation providing the reference is exempt under the Data Protection Act. – but the organisation receiving the reference is not. If there are strong reasons for protecting confidentiality (risk to referee etc.) please state them here. For your information the law relating to data protection and references is explained at www.ico.gov.uk.



Bohunt Education Trust

Reference Request Form – Non-Teaching Staff

<p>Candidate:</p> <p>Name of person/referee completing the form:</p>				
<p>How long and in what capacity have you known the candidate mentioned above?</p>				
<p>Please confirm the candidate's current salary and job title?</p>				
<p>Please provide any information relating, however indirectly, to child protection concerns.</p>				
<p>Please complete the form below as comprehensively and accurately as possible.</p>				
	Strongly Agree	Agree	Disagree	Strongly Disagree
<p>The candidate carries out their work to the highest possible standard.</p>				

The candidate is keen to develop and has undertaken a broad range of professional development.				
The candidate has established excellent working relationships with colleagues				
The candidate is always positive in their approach to internal and external customers				
The candidate is proactive and willing to take on new tasks				
The candidate's attendance and punctuality are excellent.				
Please provide the number of days' absence and the number of occasions over the last two years as well as any details on timekeeping.				
What is their reason for leaving?				
There are no concerns in relation to the candidate's suitability to work with children (including ability to deal, where appropriate, with difficult behaviour of children and young people)				
If concerns, please detail here				
Has the candidate been subject to any safeguarding or disciplinary investigations (or are any pending?)	Yes/No			

If yes, please give further details and outcomes				
I would recommend the candidate for this post without reservation.				
<p>Please record any additional comments that you would like to make in relation to this candidate. You are advised that this post is covered by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 as amended in 2013. You may therefore reveal information about convictions that are not considered “protected” (for further information, please see: https://www.gov.uk/government/publications/dbs-filtering-guidance/dbs-filtering-guide)</p>				
Signed:			Date:	
<p>Position:</p> <p>Name of organisation/Name of School:</p>				

Please note that we will contact you for further clarification if appropriate. Under the Data Protection Act (UK) the person named above would normally have access to the information provided here if requesting from the receiving organisation. The organisation providing the reference is exempt under the Data Protection Act. – but the organisation receiving the reference is not. If there are strong reasons for protecting confidentiality (risk to referee etc.) please state them here. For your information the law relating to data protection and references is explained at <https://ico.org.uk/>

Appendix I – BET Scheme of Delegation

Please refer to the BET website:

<http://www.bohunttrust.co.uk/statutory-info/governance/>

Appendix J – BET Health Declaration Form



Health Declaration Form

Please note that the information on this form will be used to assess your medical suitability for the post you have applied for/been successful.

Bohunt School is an equal opportunity employer and will consider reasonable adjustments to assist you at work if you have a disability.

Your Name:

Post applied for/been successful for:

Name of School:

Please answer the questions as accurately as possible

If you reply 'yes' to a question, then please give further details. Please use a separate sheet if necessary.

Have you ever had any health problems that may have been caused, or made worse, by work? YES/NO

Are you having, or waiting for, treatment or medical investigations of any kind at present? YES/NO

Disability

The Disability Discrimination Act (1995) defines a disabled person as 'a person who has (or has had in the past) a physical or mental impairment which has a substantial long term adverse effect on their ability to carry out normal day-to-day activities.

Under this definition do you consider yourself disabled? YES/NO

Reasonable adjustments

Whether you consider yourself disabled or not, do you need any special aids/ adjustments to assist you at work?

YES/No

Declaration

I declare this information to be a true statement to the best of my knowledge and belief and that I consider I am medically able to undertake this work:

Signed.....

Date:.....