



**ExamSure**  
PROFESSIONAL EXAM & ASSESSMENT STAFFING

## Pre-Interview Safeguarding & Declaration Form

**Business Name:** ExamSure

**ExamSure Representative:** Recruiting Operations Team

**Registered Address:**

**ExamSure Email:** recruitment@examsure.co.uk

82A James Carter Road, Bury St. Edmunds, IP28 7DE

**SECTION 1:**  
CANDIDATE DETAILS

Full Name: \_\_\_\_\_ Previous Address (complete if you have lived at your current address for less than 3 years): \_\_\_\_\_  
 Previous Names (if any): \_\_\_\_\_  
 Date of Birth: \_\_\_\_\_  
 Current Address: \_\_\_\_\_ Email Address: \_\_\_\_\_  
 \_\_\_\_\_ Tel. No: \_\_\_\_\_  
 \_\_\_\_\_ Role Applied For: \_\_\_\_\_

**SECTION 2:**  
SAFER RECRUITMENT STATEMENT

**ExamSure** is an education staffing supplier working with schools, colleges and assessment providers.

We are committed to safeguarding and promoting the welfare of children and vulnerable individuals.

As part of our safer recruitment process, candidates progressing through recruitment stages will be subject to safeguarding and compliance checks in line with statutory guidance, including *Keeping Children Safe in Education (KCSIE)*.

*If you are unsure whether a caution or conviction is filtered, guidance is available from the UK Government.*

**SECTION 3:**  
SELF-DISCLOSURE (ROLE EXEMPT FROM REHABILITATION OF OFFENDERS ACT 1974)

This role may involve regulated activity with children and is exempt from the *Rehabilitation of Offenders Act 1974*. You are required to disclose *cautions, convictions, reprimands, or warnings* that are not filtered under current legislation.

Have you ever been convicted of a criminal offence that is not filtered under current DBS rules? Yes No

If Yes, please provide details (date, nature of offence and outcome): \_\_\_\_\_

Have you ever been subject to disciplinary action relating to safeguarding, professional misconduct, or your suitability to work with children? Yes No

If yes, please provide details: \_\_\_\_\_

**IMPORTANT:**

A criminal record will not necessarily prevent engagement. Disclosures are considered individually using a proportionate, safeguarding-led risk assessment.

**EQUAL OPPORTUNITIES STATEMENT**

ExamSure is committed to equality of opportunity and to creating an inclusive working environment. We welcome applications and engagement from individuals of all backgrounds and do not discriminate on the grounds of *age, disability, gender reassignment, marriage or civil partnership, pregnancy or maternity, race, religion or belief, sex, or sexual orientation*. Selection for assignments is based solely on suitability, availability, and professional requirements.



e. recruitment@examsure.co.uk

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# Pre-Interview Safeguarding & Declaration Form (cont'd.)

## SECTION 4: SAFEGUARDING DECLARATION

I *confirm* that:

- ✓ I am not barred from working with children or vulnerable individuals
- ✓ I am not subject to any prohibition order preventing me from working in education
- ✓ I am not currently under investigation for safeguarding-related concerns by any *employer, agency, or regulatory body*.
- ✓ The information provided is accurate and complete
- ✓ I will inform ExamSure immediately if any circumstances change.

I understand that failure to disclose relevant information may result in *removal* from the recruitment process or *withdrawal* of a conditional offer.

## SECTION 5: DATA PROTECTION & INFORMATION SHARING

Your data will be processed in accordance with:

✓ UK GDPR

✓ Data Protection Act 2018

Your data will be processed in accordance with:

✓ Be used solely for recruitment and safeguarding purposes

✓ Be stored securely with restricted access

✓ Be retained for up to 6 months if unsuccessful

✓ Be transferred to your compliance record\* if engaged

You have the right to request access to, correction of, or deletion of your data where legally applicable.

For data protection queries: [admin@examsure.co.uk](mailto:admin@examsure.co.uk)

**ExamSure** may share relevant safeguarding and compliance information with client educational institutions for the purpose of assessing suitability for placement.

\* Your internal compliance record held by ExamSure for safeguarding and vetting purposes.

## SECTION 6: DECLARATION & SIGNATURE

I *confirm* that the information provided in this form is true, accurate, and complete.

Full name  
(print):

Signature:

Digital signatures are accepted

Date:

[e.recruitment@examsure.co.uk](mailto:e.recruitment@examsure.co.uk)

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