

**Self-disclosure Form**

You are being asked to complete this form because the role you are applying for is exempt from the Rehabilitation of Offenders Act 1974 in England, Scotland and Wales, or the Rehabilitation of Offenders (Northern Ireland) Order 1978 and involves contact with children or young adults.

As the role you have applied for involves work with children, you will also be required to undergo the relevant vetting and barring checks.

 All information you provide will be treated as confidential and managed in accordance with relevant data protection legislation and guidance. You have a legal right to access any information held about you.

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| **Employee or Volunteer information** |
| **Name**  |   |
| **Address** |   |
| **Contact number(s)** |   |
| **Date of birth** |   |
| **Gender** | Female[ ]  | Male[ ]  | Prefer not to say[ ]  | Other (please state): |

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| **Declaration of individual** |
| 1. Do you have any unspent conditional cautions or convictions under the Rehabilitation of Offenders Act 1974?
 | No[ ]  | Yes – please provide further information[ ]  |
| 1. Do you have any adult cautions (simple or conditional) or spent convictions that are not protected (i.e. eligible to be filtered) as defined by the Rehabilitation of Offenders Act 1974 in England, Scotland or Wales?
 | No[ ]  | Yes – please provide further information[ ]  |
| 1. Have you been formally charged with any other offence in any country which has not yet been disposed of?
 | No[ ]  | Yes – please provide further information[ ]  |
| 1. Are you currently subject to any criminal investigations or pending prosecutions by the police in any country which may have a bearing on your suitability for this position?
 | No[ ]  | Yes – please provide further information[ ]  |
| 1. Are you listed as barred from working with Adults and / or Children in line with the Disclosure and Barring Service legislation?
 | No[ ]  | Yes – please provide further information[ ]  |
| 1. Have you ever been known to any Children’s Services department or the police as being a risk or potential risk to children including being subject to a Section 17 or Section 47 enquiry?
 | No[ ]  | Yes – please provide further information[ ]  |
| 1. Have you been the subject of any formal action, disciplinary investigation and/or sanction by any organisation due to concerns about your behaviour?
 | No[ ]  | Yes – please provide further information[ ]  |
| 1. Have you ever been dismissed for misconduct from any employment, volunteering, or other position previously held by you, in circumstances which may have bearing on your suitability for this position?
 | No[ ]  | Yes – please provide further information[ ]  |

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| **Confirmation of declaration** |
| Please tick the boxes below and then sign this form.  |
| [ ]  | 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 comes to the organisation’s attention. |
| [ ]  | In accordance with the organisation’s procedures, I agree to undertake a standard/enhanced DBS check and consent to the organisation clarifying any information provided on the disclosure with the agencies providing it. |
| [ ]  | I agree to inform the organisation within 24 hours if I am subsequently investigated by any agency or organisation in relation to concerns about my behaviour towards children or young people. |
| [ ]  | 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 the organisation to other persons or organisations in circumstances where this is considered necessary to safeguard other children. |
| **Signature** |  |
| **Print name** |  |
| **Today’s date** |  |