

SELF DISCLOSURE FORM

This form is supplementary to the Application Form.

GUIDANCE

In accordance with statutory requirements certain pre-employment checks are conducted for positions that involve work with vulnerable groups, specifically children and vulnerable adults.

The information obtained from these checks is used to help safeguard these groups. It will not be used to discriminate unfairly against those with convictions which we consider unrelated to working with vulnerable groups.

Having a criminal record will not automatically bar you from employment.

As the position you are applying for gives you privileged access to vulnerable groups, you are required to disclose all spent convictions and cautions under the Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975 unless it is a "protected" conviction/caution under the amendments made in 2013 to the Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975 and, therefore, not subject to disclosure. This means that you **must disclose all convictions** on this form, other than those which are so "protected". This may include driving offences.

Guidance on the filtering of "protected" convictions and cautions can be accessed on the Disclosure and Barring Service website at:

<https://www.gov.uk/government/collections/dbs-filtering-guidance>

Full Name:	
Date of Birth:	
Post Applied for:	
Do you have any convictions, cautions, reprimands or final warnings that are not "protected" as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (Amended) 2013:	Yes <input type="checkbox"/> No <input type="checkbox"/>

If you have answered yes to the question above, please set out the details on Page 4 of this form.

Have you ever been known to any children's services department or to the police as being a risk or potential risk to children?	Yes <input type="checkbox"/> No <input type="checkbox"/>
If yes, please give details:	
Have you been the subject of any disciplinary investigation and/or sanction by an organisation due to concerns about your behaviour towards children?	Yes <input type="checkbox"/> No <input type="checkbox"/>
If yes, please give details:	

DECLARATION

Important notes:

- Failure to divulge any disclosable criminal convictions could lead either to your application being rejected or, if you are appointed, to dismissal if it is subsequently discovered that you have had any criminal convictions.
- It is a criminal offence to apply for a position working with children if you are excluded from doing so.
- Failure to complete this form may render your application invalid.

I hereby certify that the information given above is true and accurate:

Name
Signature
Date

DATA PROTECTION ACT

I hereby give my consent for the information provided on this form to be held on computer or other relevant filing systems and to be shared with other accredited organisations or agencies in accordance with the Data Protection Act 2018.

I certify that the information given above is true and accurate:

Name
Signature
Date

DETAILS OF CAUTIONS, FINAL WARNINGS, REPRIMANDS, CONVICTIONS OR PENDING HEARINGS

Date of any Caution, final warning, reprimand, conviction or pending hearing. DD/MM/YY	Offence	Details of Police/Court involved	Sentence