**Self-declaration form**

This form must be completed by all applicants. The information disclosed on this form will not be kept with your application form during the application process.

You should be assured that the information you give will be kept securely and in accordance with the requirements of the General Data Protection Act 2018 (i.e. once no longer required your Self-Disclosure form will be confidentially destroyed). Only the people directly responsible for making the decision will be informed of disclosed information on a need-to-know basis.

**Policy statement on recruiting applicants with criminal records**

This post is exempt from the Rehabilitation of Offenders Act 1974 and therefore applicants are required to declare any convictions, cautions, reprimands and final warnings that are not protected (i.e. that are not filtered out) as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013).

For further information on filtering please refer to [Nacro guidance](http://www.nacro.org.uk/data/files/practical-guidance-on-dbs-filtering-1032.pdf) and the [DBS website](https://www.gov.uk/government/publications/dbs-filtering-guidance).

We recognise the contribution that ex-offenders can make as employees and volunteers and welcome applications from them. A person’s criminal record will not, in itself, debar that person from being appointed to this post. Any information given will be treated in the strictest confidence. Suitable applicants will not be refused posts because of offences which are not relevant to, and do not place them at or make them a risk in, the role for which they are applying.

It is important that applicants understand that failure to disclose all convictions, cautions, reprimands or final warnings that are not protected could result in disciplinary proceedings or dismissal. Further advice and guidance on disclosing a criminal record can be obtained from [Nacro](http://www.nacro.org.uk/resettlement-advice-service/support-for-individuals/jobs-and-volunteering).

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| **Surname:** |  | **Forename:** |  |
| **Do you have any convictions, cautions, reprimands or final warnings which are not protected as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013)?**  **Yes  No** | | | |
| Date(s) of conviction(s): | | | |
| Court(s) where your conviction(s) were heard: | | | |
| Type of offence(s): | | | |
| Sentence(s) received: | | | |
| Please give details of the reasons and circumstances that led to your offence(s): | | | |
| Please give details of how you completed the sentence(s) imposed, for example did you pay your fine(s) as required: what conditions were attached to your probation/community service/supervised attendance order(s), did you comply with the requirements of your custodial sentence(s): | | | |
| Have any other organisations supported you to work through any of the above issues/difficulties? | | | |
| What have you learned from your experience? | | | |
| **Are you aware of any police enquiries undertaken following allegations made against you, which may have a bearing on your suitability for this post?**  **To be completed for a post that requires an Enhanced Disclosure Check**  **Yes  No** | | | |
| Date of investigation(s): | | | |
| Police Division(s) involved: | | | |
| Details of investigation(s): | | | |
| Please give details of the reasons and circumstances that led to your investigation(s): | | | |
| Disposal(s): | | | |
| **Details of any disciplinary action relating to behaviour towards children and young people.**  **To be completed for a post which requires an Enhanced Disclosure.** | | | |
| **Have you been disciplined because of inappropriate behavior towards a child which may have harmed them or put them at risk of harm?**  **Yes  No**  If YES, please give details | | | |
| **Is your name included on the ‘Disclosure and Barring Service (DBS) Children’s Barred List’/‘DBS Vulnerable Adults List or the equivalent Welsh, Northern Irish or Scottish Lists as someone unsuitable to work with children?**  **Yes  No**  If yes, please give details | | | |
| **DECLARATION**  I hereby declare and represent that, except for as disclosed above, I have not at any time, whether in the United Kingdom or abroad, been found guilty and sentenced by a court for a criminal offence.  I give my consent to Malachi carrying out a Disclosure check and to request references for the purpose of verifying the replies given in this declaration, including enquiries of any relevant authority.  I agree to inform Malachi if I am convicted of an offence after I have taken up any post within the organisation. I understand failure to do so may lead to the immediate suspension of my work with children with the organisation and/or the termination of my services  If I am appointed to a post, I agree to abide by the organisation’s Code of Conduct and Child Protection Policy and Guidelines.  I agree to abide by the conditions above and certify that the information contained in this form is true and correct to the best of my knowledge and I realize that false information or wilful omission may lead to the immediate suspension of my work with children or the termination of my services.  Signed: Date: | | | |

Please note that any information you give in this form will be managed accordingly to the organisation’s Data Protection Policy.

**Please return the completed self-declaration form to the organisation in the pre-addressed envelope. Please do not put your completed application form in this envelope. It is important that the forms are kept separate. Your completed self-declaration form will only be seen by those individuals in the organisation who have a responsibility for recruiting staff and volunteers.**

**Guidance notes to be included with a Self-Declaration Form.**

Please read these notes before completing the Self-Declaration Form.

The information you give in this Self-Declaration Form will support the information we also obtain from your application form, references and, where we decide to make an appointment, a Disclosure Certificate. All of these sources of information will help us to make an informed decision about your application.

**Who must complete the Self-Declaration Form?**

It is the policy of this organisation to ask all applicants who apply to work as Family Support Workers, where the role entails working directly with children in one to one situations to complete a self-declaration form.

The post you are applying for is also exempt from the *Rehabilitation of Offenders Act 1974* by the *Exclusions* and *Exceptions (Scotland) Order 2003.* You are therefore advised to declare all convictions including ‘spent’ convictions with the exception of those "protected" as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013).

Please be aware that the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (Amendment) (England and Wales) Order 2013 (S.I. 2013/1198) made amendment to the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 to provide that certain spent convictions and cautions will become protected when specific conditions are met. Protected convictions and cautions will not be disclosed in a DBS check, and employers cannot ask for information about protected convictions or cautions, or take these into account when considering you for appointment.

Before you complete this form please read guidance and criteria for the filtering of these convictions and cautions which can be found on the Disclosure and Barring Service website at: <https://www.gov.uk/government/collections/dbs-filtering-guidance>

**Which sections of the form must I complete?**

As the position requires an Enhanced Disclosure check you must complete Parts A, B, C, D and E of this form.

You must also provide identification so that the personal details you provide can be verified. You will be asked to provide these should we invite you to interview.

**Who gets to read the Self-declaration Form?**

The Self-Declaration Form should be sent to us via email or in a sealed envelope (please do not send it with your completed application form).

If you are not invited to interview, the envelope will be returned to you unopened for you to dispose of.

The envelope will be opened if you have been interviewed and are offered a post. If you are then found to have recorded previous convictions or other relevant information, you will be given the opportunity to discuss this before your start date and a decision as to whether to commence with employment will then be made.

**What happens to the Self-Declaration Form after a decision has been made on my application?**

If you are successful and offered a position, you will be asked to complete an Enhanced Disclosure, under the terms of the *Police Act 1997 (Part V).* The Self-Declaration Form and the Disclosure Certificate will then be retained by the Scheme. This information will usually not be kept any longer than six months.

**What happens if I do not wish to complete a Self-Declaration Form?**

In accordance with our child protection policy and guidelines your application will not be considered.