

APPENDIX 5: SELF-DECLARATION FORM

Private and confidential

All information will be treated as confidential and managed in accordance with relevant data protection legislation and guidance. You have a right of access to information held on you under the Data Protection Act 2018.

Employee or Volunteer information		
Full Name		Known as:
Maiden or former names		
Address		
Contact number(s)	Daytime	Evening
Date of birth		Gender
<p>Please give details of previous experience of looking after or working with children and/or adults at risk.</p> <p>Why do you want to work with children and/or adults?</p> <p>(Continue on a separate sheet if required)</p>		
<p>Reference: Please give the name, address, telephone number, and position or relationship to yourself of two individuals who know you well.</p> <p>1.</p> <p>2.</p>		
Relevant Qualifications:		
Have you already received certificated child protection training?	No <input type="checkbox"/>	Yes – please provide further information <input type="checkbox"/>
Have you already received certificated adult at risk training?	<input type="checkbox"/>	<input type="checkbox"/>
Are you prepared to undertake appropriate training?	<input type="checkbox"/>	<input type="checkbox"/>

Declaration of Individual

<p>1. Do you have any unspent conditional cautions or convictions under the Rehabilitation of Offenders Act 1974?</p>	<p>No <input type="checkbox"/></p>	<p>Yes – please provide further information <input type="checkbox"/></p>
<p>2. Do you have any adult cautions (simple or conditional) or spent convictions that are not protected as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (Amendment) (England and Wales) Order 2020?</p>	<p>No <input type="checkbox"/></p>	<p>Yes – please provide further information <input type="checkbox"/></p>
<p>3. Have you been formally charged with any other offence in any country which has not yet been disposed of?</p>	<p>No <input type="checkbox"/></p>	<p>Yes – please provide further information <input type="checkbox"/></p>
<p>4. 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?</p>	<p>No <input type="checkbox"/></p>	<p>Yes – please provide further information <input type="checkbox"/></p>
<p>5. Have you ever been known to any Children's Services department or the police as being a risk or potential risk to children?</p>	<p>No <input type="checkbox"/></p>	<p>Yes – please provide further information <input type="checkbox"/></p>
<p>6. Have you been the subject of any formal action, disciplinary investigation and/or sanction by any organisation due to concerns about your behaviour towards children?</p>	<p>No <input type="checkbox"/></p>	<p>Yes – please provide further information <input type="checkbox"/></p>
<p>7. 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?</p>	<p>No <input type="checkbox"/></p>	<p>Yes – please provide further information <input type="checkbox"/></p>
<p>8. Are you currently subject to any fitness to practise investigations or proceedings by a regulatory, governing, or licensing body in any country, which may have bearing on your suitability for this position?</p>	<p>No <input type="checkbox"/></p>	<p>Yes – please provide further information <input type="checkbox"/></p>

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, if required I agree to provide a valid vetting and barring check certificate 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 vetting and barring 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	

When completed this form must be held in confidence and should be retained by the local Church Disclosure Clerk, or Conference Secretariat Department.

Retention period: 12 months