# Confidential Declarations

**Statement of commitment to safeguarding**

Within Carers Link, staff and volunteers carry out work that may bring you into contact with vulnerable groups, namely children and young people, old and elderly people and people with a disability. We are committed to safeguarding and promoting the welfare of these groups, and expect all staff and volunteers to share this commitment.

It is therefore our policy that for certain roles, volunteers and successful job applicants become members of the **Protecting Vulnerable Groups Scheme**. More information on the PVG Scheme can be found <http://www.pvgschemescotland.org>

The role that you are applying for has been deemed as being exempt from the provisions of the Rehabilitation of Offenders Act 1974 (Exclusions & Amendments) (Scotland) Order 2013 and therefore all convictions/ cautions including those regarded as ‘spent’ must be declared.

This form provides you with the opportunity to declare any convictions or allegations before we reach the stage of scheme membership. Having a criminal record will not necessarily stop you from working or volunteering. It will depend on the nature of the position, together with the circumstances and background of the offences.

# Declaration

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| Position: | [ ]  Volunteer Role [ ]  Staff Post (Please state Job Title): Carer Support Worker (Breakthrough) |

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| Under the Rehabilitation of Offenders Act 1974 (Exclusions & Amendments) (Scotland) Order 2013, do you currently have any convictions that are spent? |  [ ]  Yes [ ]  No |
| Have you ever been the subject of any investigation or enquiry into any form of abuse or inappropriate behaviour |  [ ]  Yes [ ]  No |
| Have you ever been disqualified from work with children or vulnerable adults or subject to any other sanctions imposed by a regulatory body?  | [ ]  Yes [ ]  No |

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| If you answered **yes** to the above, you are required to disclose **ALL** convictions, disqualifications and investigations/enquiries. Please use the space below and **overleaf** to provide details. Please do not hesitate to provide any supporting information relating to the circumstances or background of the offence or investigation. Even if you answer **no** to these questions, you are still required to sign the form overleaf.  |

If you have any convictions, please provide details:

|  |  |  |  |
| --- | --- | --- | --- |
| **Date of Sentence** |  **Court** |  **Conviction** |  **Sentence** |
|  |  |  |  |

Please use this space to provide any supporting information relating to the circumstances or background of the offence, the disqualification or allegation of/investigation regarding abuse.

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| Our Policy on Recruitment is freely available to view on <https://carerslink.org.uk/key-policies/> and details:* All stages of the recruitment process and our policy statements
* Information in relation to people with criminal convictions either during recruitment or subsequent to employment/volunteering
* Details of how Carers Link complies with the EU General Data Protection Regulations (GDPR) and the Data Protection Act 2018 in relation to how your information is stored and used. Please note that the information that you provide in this declaration form will be processed in accordance with this legislation and will only be used for the purpose of determining your application for this position. The declaration will be kept for no longer than necessary and then destroyed following a recruitment decision being made. This is generally after a period of up to six months, to allow for the consideration and resolution of any disputes or complaints.

[ ]  **Please tick to confirm you have read our Policy on Recruitment**  |
| [ ]  I confirm that the information I have given on this form is correct and complete and I understand that any false information could result in my application being rejected or, if appointed, in my dismissal from employment. [ ]  I understand that any offer of employment made to me will be subject to successful PVG Scheme membership **OR** that acceptance for certain volunteer roles will also be subject to successful scheme membership.[ ]  I confirm that if successfully employed or accepted as a volunteer, I will notify Carers Link of any subsequent convictions as per policy.  |
| Name: |  |
| Date: |  |
| Signature: |  |

**If applying for a paid position - please return this form in a sealed envelope**

**or attach it to your e-mail as a password protected document.**

**We will then open the envelope or ask for the password if you have been short-listed for interview.**