

SELF DECLARATION FORM FOR REGULATED WORK

Please read this form **BEFORE** you apply for the post.

It is our policy that anyone applying to do regulated work with children or adults is required to complete a self-declaration form as part of the recruitment process.

‘Regulated work’ posts are exempt from the Rehabilitation of Offenders Act 1974 by the Exclusions and Exceptions Scotland Order 2010. Candidates are therefore required to disclose all convictions (spent and unspent), cautions, and any relevant non conviction information.

Please note that any information you give in this form will be managed according to our Data Protection Policy.

Having a criminal record will not necessarily bar you from working with us. This will depend on the circumstances and background of any offences and the nature of the position.

Completing the Form:

1. You should NOT complete and submit this with your job application - you will only be asked to complete and sign a copy IF and WHEN you are invited to interview.
2. IF you have been invited to interview, you should complete, print and sign this form, seal it in an envelope marked ‘Private and Confidential – Self Declaration’ with YOUR NAME and for the attention of [INSERT]. Please do not put any other documents in the same envelope. **It is important that the forms are kept separate.**
3. Please give details regarding any convictions and cautions under the heading in **Section 1**
4. Please provide details of any disciplinary action in **Section 2**
5. Please give details of any relevant non-conviction information in **Section 3**
6. If you have no convictions, cautions or relevant non-conviction information please go to **Section 4** and sign the declaration in **Section 5**
7. Your completed self-declaration form will only be seen by individuals in the organisation who have a responsibility for recruiting staff. It will not be opened until after the interview process has been completed and a provisional selection decision has been made. The forms for unsuccessful candidates will NOT be opened and will be shredded.

PERSONAL DETAILS

Title:		Tel No:	
Full Name;		Email:	
Address:			
Postcode:			

POST DETAILS

Job Title:

Section 1 – Convictions and Cautions

a) Please give the date and details of the offence(s) with which you were charged, the sentence that you received and the court where your case(s) was heard

b) Please give details of the reasons and circumstances that may have contributed to your offence(s)

c) Has any other organisation(s) supported you to work through any of the above issues?

d) Please give details of how you completed the sentence imposed (e.g. did you pay your fine as required; what conditions were attached to your probation/community service/supervised attendance order/ did you comply with the requirements of your order/custodial sentence etc.)?

e) What have you learned from the experience?

Section 2 – Details of any disciplinary action in relation to children or vulnerable adults

Have you been disciplined because of inappropriate behaviour towards a child or a vulnerable adult which may have harmed them or put them at risk of harm? YES/NO

If YES, please give details:

Section 3 – Relevant non-conviction information (including any police information)

a) Please provide details of investigations, reasons and circumstances that led to your investigation(s) and outcome if known.

b) Are you, or have you ever been known to any Social Services Department as an actual or potential risk to children or vulnerable adults? YES/NO

If YES, please provide details:

Section 4 – Protection of Vulnerable Groups (Scotland) Act 2007

Before signing the declaration below, please read the following notes:

1. Section 34 of the PVG Act makes it an offence for an individual to do, or to seek or agree to do any regulated work (paid or unpaid) from which the individual is barred.
2. Section 35 of the same Act makes it an offence for an organisation to offer regulated work (paid or unpaid) to an individual barred from that work.
3. A person is barred from regulated work with children/adults/both if they are;
 - The subject of an automatic listing (under section 14 of the PVG Act)
 - Included in the PVG Children's and/or Adult List (and by default the Independent Safeguarding Authority Children's List which covers the rest of the UK) UNDER Section 15 of the PVG Act
4. Under Section 12 of the PVG Act an individual can be 'considered for listing' as information on their suitability to work with vulnerable groups is assessed.

Section 5 – Declaration

1. *I confirm that I am not barred from regulated work with: (Please tick as appropriate)
children adults

as set out in Sections 14 and 15 of the PVG Act, nor am I under ‘consideration for listing’ as set out within the same Act.

OR

*I am under ‘consideration for listing’.
(*Please delete as appropriate)

- 2. 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
- 3. I will assist CLASP to request a Scheme Record/Scheme Record Update (as appropriate under the PVG Act) for the purposes of verifying the replies given in this declaration)
- 4. I agree to inform CLASP if I am convicted of an offence while a member of staff with the organisation. I understand that failure to do so may lead to termination of my employment.
- 5. If I become considered for listing, I understand this may result in precautionary suspension.
- 6. I agree to abide by the conditions above.
- 7. I certify that the information contained in this form is true and correct to the best of my knowledge and I realise that false information and wilful omissions may result in the immediate suspension of my work for the organisation or the termination of my services.
- 8. I understand that deliberately giving false information can result in prosecution.

Signed:..... Date:.....