**SELF DECLARATION FORM FOR REGULATED WORK**

It is the policy of Volunteer Glasgow that anyone applying to do regulated work with children or protected 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. The role is however subject to the Police Act 2007, The Protection of Vulnerable Groups (Scotland) Act 2011 and subsequent amendments. Candidates are therefore required to disclose all schedule A convictions, unspent convictions and unprotected convictions. For further information refer to Volunteer Glasgow’s Policy on the Recruitment of Ex-Offenders.

Please note that any information you give in this form will be managed according to Volunteer Glasgow’s Data Protection and Retention 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 only need to complete this form if you are invited to interview: if you are invited to interview you must bring a completed, signed copy of this form with you in a sealed envelope. The envelope must be clearly marked with your name, date and the title of the post for which you have applied.
2. Please give details regarding any convictions and cautions under the heading in **Section 1**
3. Please provide details of any disciplinary action in **Section 2**
4. Please give details of any relevant non-conviction information in **Section 3**
5. If you have no convictions, cautions or relevant non-conviction information please go to **Section 4** and sign the declaration.
6. Should you be invited to an interview for the post please bring this self-declaration form with you in a sealed envelope marked ‘Private and Confidential – Self Declaration’ and pass to the Personnel Officer on arrival. Your completed self-declaration form will only be seen by individuals in the organisation who have a responsibility for recruiting staff and volunteers.

**PERSONAL DETAILS**

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

**ROLE DETAILS**

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| --- |
| Role being applied for/volunteering for: |

**Section 1 – Unspent Convictions, unprotected convictions and schedule A convictions**

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| 1. 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 |
| 1. Please give details of the reasons and circumstances that may have contributed to your offence(s) |
| 1. Has any other organisation(s) supported you to work through any of the above issues? |
| 1. 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.)? |
| 1. What have you learned from the experience? |

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

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| Have you been disciplined because of inappropriate behaviour towards a child or a protected adult which may have harmed them or put them at risk of harm? YES/NO\* (delete as appropriate)  If YES, please give details: |

**Section 3**

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| Please add any other information you feel may be appropriate in the space provided below |

**Section 4 – Declaration**

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 with children/protected adults/both if they are;

* The subject of an automatic listing (under section14 of the PVG act)
* Included in the PVG Children’s and/or Protected 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.

* I confirm that I am not barred from regulated work with children or protected adults.
* I will assist Volunteer Glasgow 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)
* I agree to inform Volunteer Glasgow if I am convicted of an offence while a member staff/volunteer with the organisation. I understand that failure to do so may lead to the immediate suspension of my work (paid or unpaid) for the organisation and/or the termination of my services.
* If I become considered for listing, I understand this may result in precautionary suspension
* 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.
* 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 and/or prosecution.

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_