**Template Self-Declaration Form**

**Employment** **self-declaration and disclosure form**

Private and Confidential

For roles involving contact with children (under 18 year olds).

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.

**Part Two**

**NOTE:**

If the role you have applied for involves frequent or regular contact with or responsibility for children you will also be required to provide a valid DBS (Disclosure and Barring Service) certificate which will provide details of criminal convictions; this may also include a Barring List check depending on the nature of the role (see organisational guidance about eligibility for DBS checks).

|  |  |  |  |
| --- | --- | --- | --- |
| *For completion by the individual:* | | | |
| Have you ever been known to any Children’s Services department as being a risk or potential risk to children? | | | YES / NO  *(if Yes, please provide further information below)*: |
|  | | |  |
| Have you been the subject of any disciplinary investigation and/or sanction by any organisation due to concerns about your behaviour towards children? | | | YES / NO  *(if Yes, please provide further information)* |
|  | | | |
| Confirmation of Declaration *(tick box below)* | | | |
|  | 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here may be processed in connection with recruitment purposes and I understand that an offer of employment may be withdrawn or dismissal may result if information is not disclosed by me and subsequently come to the organisation’s attention. | | |
|  | In accordance with the organisation’s procedures if required I agree to provide a valid DBS 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 DBS 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:** | |  | |
| **Date:** | |  | |