

Employment Self-Declaration and Disclosure Form

For roles involving contact with children and young people under 18 years old.

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 about you under the Data Protection Act 2018.

Part One

<i>For completion by the organisation:</i>	
Applicant's Name	
Address and Postcode	
Telephone/Mobile Number	
Date of Birth	
Gender	Male / Female
<i>Identification (tick box below):</i>	
<input type="checkbox"/>	I confirm that I have seen identification documents relating to this person, and I confirm to the best of my ability that these are accurate.
<i>Either</i>	
UK Passport Number and Issuing Office	
UK Driving Licence Number (<i>with picture</i>)	
<i>Plus</i>	
National Insurance Card or current Work Permit Number	
Signature of authorised Employing Officer:	

Print name:	
Date:	

Part Two

NOTE: If the role you are in or have applied for involves frequent or regular contact with or responsibility for children, you will also be required to provide a valid criminal record check -- e.g. A DBS (Disclosure and Barring Service) certificate which will provide details of any 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).

<i>For completion by the individual named in Part One:</i>	
Have you ever been known to any Children's Services department or to the police as being a risk or potential risk to children?	
YES / NO (if Yes, provide 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, provide information below):	
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here may be processed in connection with recruitment purposes and I understand that an offer of employment may be withdrawn or disciplinary action may be taken if information is not disclosed by me and subsequently comes to the organisation's attention.
	If required in accordance with the organisation's procedures, I agree to provide a valid criminal record check (eg a 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 criminal record check (eg a DBS certificate) 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 children.
Signature:	
Print name:	
Date:	

Policy Last reviewed	Reviewed By (Consultant)	Approved by	Next review date
Feb 24	Katherine Bates		Feb 26