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**

|  |  |  |  |
| --- | --- | --- | --- |
| ***For completion by the organisation:*** | | | |
| Applicant's Name | |  | |
| Address and Postcode | |  | |
| Telephone/Mobile Number | |  | |
| Date of Birth | |  | |
| Gender | | Male / Female | |
| Identification *(tick box below):* | | | |
|  | 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. | | |
| ***Either*** | | | |
| UK Passport Number and Issuing Office | | |  |
| UK Driving Licence Number (*with picture*) | | |  |
| ***Plus*** | | | |
| 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).

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| ***For completion by the individual named in Part One:*** | | |
| 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here may be processed in connection with recruitment purposes and I understand that an offer of employment may be withdrawn or disciplinary action may be taken if information is not disclosed by me and subsequently comes to the organisation’s attention.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:** | |  |

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