**Self-Disclosure Form - Regulated Activity**

**This form should be completed by all applicants and sent in a separate email to their application form with a subject title “*Confidential:* *Self-Disclosure Form”*. It will only be opened where an applicant has been shortlisted. If you are not shortlisted for interview the email will then be deleted.**

As the role you have applied for involves regulated activity, you will also be required to provide a valid enhanced DBS (Disclosure and Barring Service) including a check of the barred list certificate, which will provide details of criminal convictions.

All information you provide will be treated as confidential and managed in accordance with relevant data protection legislation and guidance. You have a legal right to access information held about you.

## PART ONE:

|  |  |
| --- | --- |
| **Name of candidate/person:**  |    |
| **Previous name(s):** *Please include date(s) each name was used (MM/YYYY)*  |   |
| **Address History with Postcode:***Please include date(s) from and to (MM/YYYY) for each address* |   |
| **Telephone/Mobile No:**  |   |
| **Date of Birth:**  |   |
| **Gender:**  |   |

## PART TWO

|  |  |
| --- | --- |
| **Have you ever been known to any Children’s Services department or Police as being a risk or potential risk to children?**  | **YES NO**  |
| **If yes, please provide further information:** |
| **Have you been the subject of any investigation by any organisation or body due to concerns about your behaviour towards children?**  | **YES NO**  |
| **If yes, please provide further information:**  |
| **Have you ever been the subject of disciplinary procedures or been asked to leave employment or voluntary activity due to inappropriate behaviour towards children?**  | **YES NO**  |
| **If yes, please provide further information:**  |
| **Do you have any convictions, cautions, reprimands or final warnings that are not “protected” as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (Amendment) 2013?**  | **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here may be processed in connection with recruitment purposes and I understand that an offer of employment may be withdrawn, or disciplinary action may be taken if information is not disclosed by me and subsequently come to the organisation’s attention.**  |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 criminal record 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 children.**  |
| **Signature of Candidate:**  |  |
| **Print Name:**  |  |
| **Date:**  |  |