



Criminal Records Self Disclosure Form

All applicants must complete this form in full and return it with their application form. Please refer to the guidance notes on the reverse of this form before completing the following sections.

Full Name (Block Capitals):	
Post applied for:	

Please answer the following questions:

- 1. Have you ever been convicted by the courts or cautioned, reprimanded or given a final warning by the police? Please give details of offences, penalties and dates in the table below.*** (Note that the post you have applied for is exempted under the Rehabilitation of Offenders Act (Exceptions Order) 1974, which means that all convictions, cautions, reprimands and final warnings on your criminal record need to be disclosed.

Please ✓ as appropriate: Yes (Please provide details) No (Proceed to Q2)

Date	Details

*If any circumstances change which would affect your response to this question, you must inform Shoreditch Trust of the details without unnecessary delay.

- 2. Have you ever been disqualified from work with children, young adults or adults at risk or subject to any other sanctions imposed by a regulatory body?**

Please ✓ as appropriate: Yes (Please provide details) No (Proceed to Q3)

Date	Details

- 3. Are you registered with the Disclosure and Barring Service (DBS) Update Service?**

Please delete as appropriate: Yes No

4. Please sign the following declaration and return this form to Shoreditch Trust with your application for employment. Failure to complete this declaration will result in your application being withdrawn.

I confirm that the information I have given on this form is correct and complete and I understand that any false information could result in my application being rejected or, if appointed, in my dismissal from employment. I understand that any offer of employment made to me will be subject to a further check with the Disclosure and Barring Service (previously Criminal Records Bureau) and I hereby give my consent for Shoreditch Trust to carry out the relevant DBS status checks in line with the DBS Code of Practice.

I declare that I am not currently on the DBS Barred List and that I will notify the Human Resources department immediately if I do become barred in future.

Signature:

Date:

Guidance Notes for Applicants

Statement of commitment to safeguarding children and young people, and adults at risk

We are committed to safeguarding and promoting the welfare of children and adults at risk, and expect all staff and volunteers to share this commitment.

Why we need you to declare your criminal convictions and other related information

The post you are applying for is exempt from the provision of Section 4(2) of the Rehabilitation of Offenders Act 1974 (Exceptions) (Amendment) Orders 1975 and 2001 and therefore all convictions, cautions and bind-overs, including those regarded as 'spent', must be declared.

We therefore ask you to complete the Criminal Records Declaration Form as fully as possible and return it with your application form. The only people who will see the information will be those directly involved in the recruitment process. All information will be handled in accordance with our Criminal Records Code of Practice. At interview, or in a separate discussion, we will ensure that an open and measured discussion takes place about any offences or other matter that might be relevant to the position.

If you are successful at interview, we will require you to obtain an Enhanced Certificate of Disclosure from the Disclosure and Barring Service (DBS).

Having a criminal record will not necessarily bar you from working with us. This will depend on the nature of the post you have applied for and the relevance and circumstances of your offences, as set out in our Criminal Records Code of Practice. We also comply with the Disclosure & Barring Service's Code of Practice, which is available on their website at <https://www.gov.uk/government/publications/dbs-code-of-practice>.

We ensure that anyone making appointment decisions has the necessary information and support to assess the relevance and circumstances of any offences.

What will happen at the interview stage

If you are invited for interview, we shall assess issues relating to safeguarding and promoting the welfare of children and adults at risk including:

- your motivation to work with children, young adults and adults at risk;
- your ability to form and maintain appropriate relationships and personal boundaries with children, young adults and adults at risk;
- your emotional resilience in working with challenging behaviours; and
- your attitude to the use of authority and maintaining discipline.

We will also ask you to confirm that you have correctly completed the Criminal Records Declaration Form and discuss with you any information that you have declared.

What will happen if you are offered the post

If you are offered the post, we will ask for evidence of your identity, your right to work in the UK, two positive references from current and previous employers and your qualifications. We will complete an application form to obtain a certificate of enhanced disclosure from the Disclosure and Barring Service (DBS) or, if you are subscribed to the DBS Update Service, we will ask for your permission to check your certificate online.

False Information

Please note that providing false information could result in your application being rejected or your dismissal from employment if you are appointed. The matter may also be referred to the police if we consider that you may have committed a criminal offence.

Retention of Information

The information that you provide in this declaration form will be processed in accordance with the *Data Protection Act 1998*. It will only be used for the purpose of determining your application for this position. The declaration will be kept for no longer than necessary and then destroyed following receipt of a DBS Disclosure and a recruitment decision being made. This is generally after a period of up to six months, to allow for the consideration and resolution of any disputes or complaints.