Self Declaration Form

Sense Scotland

Private and Confidential

Full Name:			
Post Title:		Closing Date:	
Post Reference:		Application No.	

Office use only

Important: read the following notes and instructions carefully before filling in this form.
If you have ever been fined for driving or other offences, questioned by police, charged, appeared in court, found guilty and/or sentenced you need to tell us about it on this form as all of this information may appear on a disclosure or PVG certificate.
Please take care in completing this form and follow the guidance notes below to ensure that all the information is provided accurately.
Complete the form clearly in BLOCK CAPITAL LETTERS.

Part A: Previous Convictions
Note all previous convictions, including driving offences.

Instructions:

You must note details of all previous convictions, regardless of whether or not they would normally be considered as spent for other appointments and regardless of how long ago they occurred. You must give details of date(s) of conviction(s), full address details of the court where it was heard, type of offence, sentence received, together with details of the reasons and circumstances that led to your offence(s), how you completed the sentence imposed and any conditions which were attached to the sentence.

Rehabilitation of Offenders Act 1974 (Exclusions and Exceptions) (Scotland) Order 2003 (as amended)

If you are applying to work with our service user group you are governed by the above regulation.

This means:

You must not withhold information about previous convictions and you are required to list all previous convictions, this includes any cautions you have received or criminal proceedings still pending – including driving offences, fixed penalty fines etc. By completing this form you are agreeing to a check being carried out against police records which will provide information on previous convictions, cautions, pending criminal proceedings and other relevant information.

Failure to disclose relevant information will be regarded as a breach of trust and is likely to lead to dismissal.

If you are unsure whether or not you need to disclose a conviction/caution, please contact our Human Resources Department for further advice, or you can check by accessing Disclosure Scotland's website at **www.disclosurescotland.co.uk** and check the **'Frequently Asked Questions**'.

Part A continued

Do you have any past or current convictions? ◯ Yes ◯ No

If NO, go to Part B. If YES, give details:

Type of Offence	Date	Court	Sentence Received

Please give details of reasons and circumstances that led to your offence(s)/caution/investigation; and any other relevant information.

Part B: Police Investigations - including any police non-conviction information, cautions, pending convictions etc.

Instructions: You must include any relevant police non-conviction information i.e. if you have been subject to any police investigations even if they did not result in a conviction. This includes cautions and any proceedings pending. You must also note if you have ever been known to any Social Work Department/Social Services Department as an actual or potential risk to children and/or adults at risk. Please ensure that you give full and accurate details.

B1 Have you ever been subject to any investigation(s)/caution(s), or do you have any pending convictions, fines etc.? ◯ Yes ◯ No

If NO, go to B2. If YES, give details:

Non-conviction information	Date	Details

Please give details of reasons and circumstances that led to the investigation/caution/ pending convictions, fines etc.:

B2 Are you or have you ever been known to any Social Work Department (Scotland) or Social Services Department (England and Wales) as an actual or potential risk to children and/or protected adults? ◯ Yes ◯ No

If NO, go to Part C. If YES, give details:

Part C: Details of any disciplinary action relating to behaviour towards children, young people and/or protected adults

Instructions: You must note if you have ever been disciplined as a result of inappropriate behaviour towards children, young people and/or protected adults which may have harmed them or put them at risk of harm.

Have you ever been disciplined because of inappropriate behaviour towards children, young people and/or protected adults which your employer believed may have harmed them or put them at risk of harm?

Yes No

If NO, go to Part D. If YES, give details:

Part D: Self Declaration - protection of vulnerable groups

You must confirm whether or not you are subject to any disqualification from working with children or protected adults under any of the following:

i The protection of Children (Scotland) Act 2003
(or under the Protection of Vulnerable Groups (Scotland) Act 2007 when commenced)

ii The Protection of Vulnerable Groups (Scotland) Act 2007
(a) Barred from working with children list (b) barred from working with protected adults list

iii The Protection of Children Act 1999 (or in transition to lists held under the Safeguarding Vulnerable Groups Act 2006

iv List 99 (or in transition to lists held under the Safeguarding Vulnerable Groups Act 2006)

v The Criminal Justice and Court Services Act 2000
(or in transition to lists held under the Safeguarding Vulnerable Groups Act 2006)

vi The Safeguarding of Vulnerable Groups Act 2006
(a) barred from working with children list (b) barred from working with protected adults list

vii Any other list barring work with children or protected adults established by the legal system of any other country.

I (full name)

of (street)

(town) (postcode)

Confirm that:

I am

I am provisionally

I am not

subject to any of the disqualifications set out in the regulations above.

Please sign below to confirm that the information you have given in Part D is true. False information or wilful omissions may lead to immediate withdrawal of a job offer or termination of your employment. Giving false information can result in prosecution.

Signed: Date:

If this form is submitted electronically, it will be required to be signed at any subsequent interview.

Part E: Declaration

Instructions:
You must sign and date the declaration certifying that the information you have provided is true and correct to the best of your knowledge and that you agree to abide by the conditions set down by Sense Scotland. Please note that any false information or wilful omissions may lead to the immediate suspension of your work with children and/or protected adults, withdrawal of an offer of employment or termination of your employment. Sense Scotland will assess the level of criminal background check suitable for the post you have applied for. All posts that involve supporting, training, supervising or being in sole charge of children and/or protected adults will be subject to the appropriate PVG check.
Sense Scotland will not use disclosure/PVG information, or the information provided in such applications for any purpose other than that for which it was provided.
Sense Scotland do not discriminate unfairly against the subject of a disclosure on the basis of conviction or other information revealed. If you would like a copy of our Policy on the recruitment of ex-offenders and/or the Code of Practice published by Scottish Ministers under section 122 of Part V of The Police Act 1997, please contact the Human Resources Department.

Declaration:
I hereby declare that, except of as disclosed above, I have not at any time, whether in the United Kingdom or abroad, been found guilty and sentenced by a court for a criminal offence (including driving offences), nor have I, except for as disclosed above, ever been subject to any police investigation, caution etc. nor do I have any convictions, cautions, or investigations pending.
I give my consent to Sense Scotland to carry out a disclosure or PVG check appropriate to the post I have applied for and to request references for the purposes of verifying the replies I have given in this declaration, including enquiries to any relevant authority. I agree to inform Sense Scotland if I am convicted of an offence after I take up any post within the organisation (as per Sense Scotland's conditions of service). I understand that failure to do so may lead to withdrawal of an offer of employment or termination of my post.

Signed: _____ Date: _____

If this form is submitted electronically, it will be required to be signed at any subsequent interview.

Please note that any information you give in this form will be managed according to Sense Scotland's confidentiality policy. If you would like a copy of this policy, please contact the Human Resources Department.
Please return the completed self declaration form in a confidential envelope or by email, together with your completed application form.
Your completed self declaration form will only be seen by those individuals in the organisation who have responsibility for recruiting staff and volunteers.

This form is available in other formats on request.

Human Resources Department, Sense Scotland
The Gatehouse, Quarry Road
Aberdeen AB16 5UU
Tel: 01224 695 510
Fax: 01224 789 945
SMS: 07781 480 597
Email recruitment@sensescotland.org.uk

Print Form