

SELF-DECLARATION FORM FOR A VOLUNTARY POSITION REQUIRING A DISCLOSURE

As a place of worship/organisation, we undertake to meet the requirements of the Data Protection Act 1998 and all other relevant legislation, and the expectations of the Information Commissioners Office relating to the data privacy of individuals.

All applicants/volunteers are asked to complete this form, detach it from the Application Form, and return it **to the Recruiter detailed below, in a separate sealed envelope***

Name and address of the recruiter:

Name of the candidate:

Voluntary position applied for:

DECLARATION OF CRIMINAL HISTORY

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 (as amended in 2013) by SI 2013 1198

Yes No (Please tick)

Do you have any unspent convictions; or are you at present the subject of a criminal investigation/pending prosecution?

Yes No (Please tick)

If yes, please give details including the nature of the offences and the dates.

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Have you ever been the subject of a police investigation that didn't lead to a criminal conviction (and is not subject to DBS filtering rules)? (See notes)

Yes No (Please tick)

Has there ever been any cause for concern regarding your conduct with children, young people, and vulnerable adults?

Yes No (If yes please give details)

**If preferred you may return this form to the Interdenominational Protection Panel Office, Unit 1, Vale Parc, Colomendy Industrial Estate, Denbigh LL16 5TA*

DECLARATION

I (full name) of (address)

consent to a Disclosure and Barring Service (DBS) check if appointed to the position for which I have applied. I am aware that details of pending prosecutions, previous convictions, cautions, or bind overs against me may be disclosed along with any other relevant information which may be known to the police.

I agree to inform the person within the place of worship/organisation responsible for processing my applications if I am convicted of an offence after I take up any post within the place of worship/organisation. I understand that failure to do so may lead to the immediate suspension of my work with children or vulnerable adults and/or the termination of my employment.

I agree to inform the person within the place of worship/organisation responsible for processing my application if I become the subject of a police and/or a social services/(Children’s Social Care or Adult Social Services)/Social Work Department investigation. I understand that failure to do so may lead to the immediate suspension of my work with children or vulnerable adults and/or the termination of my employment.

Signed: Date:

Notes:

The amendment to the Exceptions Order 1975(2013) provides that certain spent convictions and cautions are ‘protected’ and not subject to disclosure to employers, and cannot be taken into account. The guidelines and criteria on the filter of these warnings and convictions can be found on the Disclosure and Barring Service Website:

<https://www.gov.uk/government/publications/dbs-filtering-guidance>

**<https://www.gov.uk/government/publications/filtering-rules-for-criminal-record-check-certificates>*

***https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/148542/rehabilitationoffenders.pdf*

November 2013 Based on CCPAS form – used with permission