

# Self-Declaration Form

## Private and Confidential

### For roles involving contact with children (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 on you under the Data Protection Act 2018.

Additionally, we may (subject to your consent) disclose your personal information to subsidiaries, with trusted service providers and selected partners so that they can contact you with information about their products and services. Don't worry; your details won't be shared without your consent.

If you agree to your information being shared in this way, please tick this box

To see our full Privacy Policy, please go to <http://www.bhs.org.uk/privacy>.

## Part One

For Completion by the Organisation	
<b>Name:</b>	
<b>Address:</b>	
<b>Telephone:</b>	
<b>Date of Birth:</b>	
<b>Gender:</b>	Male / Female / Non-binary / Other
I can confirm that I have seen identification documents relating to this person, and I confirm to the best of my ability that these are accurate. <input type="checkbox"/>	
<b>Either</b>	
<b>UK Passport Number and Issuing Office</b>	
<b>UK Driving Licence Number (Photocard)</b>	
<b>Plus</b>	
<b>National Insurance Card or current Work Permit Number</b>	
<b>Signature of authorised Employing Officer:</b>	
<b>Print Name:</b>	
<b>Date:</b>	

**Part Two**

**NOTE:**

As the position you have applied for involves work with children and young people it is not covered by the provisions in the Rehabilitation of Offenders Act 1974. When answering questions 1 to 4 you must declare criminal convictions and/or cautions that are not ‘protected’ under the Exceptions Order (as amended). This includes UK, overseas and armed forces convictions, cautions and relevant service discipline convictions where it would be considered an equivalent offence in England and Wales.

Free, confidential advice can be sought from the organisations below to help you understand whether to disclose certain criminal record information:-

Nacro – Tel: 0300 123 1999, or email: [helpline@nacro.org.uk](mailto:helpline@nacro.org.uk).

Unlock – Tel: 01634 247350, email [advice@unlock.org.uk](mailto:advice@unlock.org.uk) or complete the online form on the Unlock website.

<b>For Completion by the individual named in Part One</b>	
<b>Do you have any unspent conditional cautions or convictions under the Rehabilitation of Offenders Act 1974?</b>	Yes / No (If Yes, please provide further information)
<b>Do you have any adult cautions (simple or conditional) or spent convictions that are not protected as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (Amendment) (England and Wales) Order 2020?</b>	Yes / No (If Yes, please provide further information)
<b>Have you been formally charged with any other offence in any country which has not yet been disposed of?</b>	Yes / No (If Yes, please provide further information)
<b>Are you currently subject to any criminal investigations or pending prosecutions by the police in any country which may have a bearing on your suitability for this position?</b>	Yes / No (If Yes, please provide further information)
<b>Have you ever been known to any Children’s Services department or the police as being a risk or potential risk to children?</b>	Yes / No (If Yes, please provide further information)
<b>Have you been the subject of any formal action, disciplinary investigation and/or sanction by any organisation due to concerns about your behaviour towards children?</b>	Yes / No (If Yes, please provide further information)

<p><b>Have you ever been dismissed for misconduct from any employment, volunteering, or other position previously held by you, in circumstances which may have bearing on your suitability for this position?</b></p>	<p>Yes / No (If Yes, please provide further information)</p>
<p><b>Are you currently subject to any fitness to practise investigations or proceedings by a regulatory, governing, or licensing body in any country, which may have bearing on your suitability for this position?</b></p>	<p>Yes / No (If Yes, please provide further information)</p>

**Confirmation of Declaration**

<p><input type="checkbox"/></p>	<p>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.</p>
<p><input type="checkbox"/></p>	<p>In accordance with the organisation's procedures, if required I agree to provide a valid Criminal Record Check and consent to the organisation clarifying any information provided on the disclosure with the agencies providing it.</p>
<p><input type="checkbox"/></p>	<p>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.</p>
<p><input type="checkbox"/></p>	<p>I understand that the information contained on this form, the results of the Criminal Record 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.</p>

<p><b>Signature:</b></p>	
<p><b>Print Name:</b></p>	
<p><b>Date:</b></p>	