

Self-disclosure Form

The post for which you have applied involves caring for, training, supervising or being in sole charge of children and, as such, is exempt from the Rehabilitation of Offenders Act 1974 (Rehabilitation of Offenders (NI) Order 1978, in Northern Ireland). Should you be provisionally offered employment / voluntary opportunities with CLAPA, it will be necessary for us to request a criminal record check, known as a 'Disclosure' on you covering all 'spent' and 'unspent' convictions and to check whether any information is held on you on the lists compiled by the Department of Health, the Department for Education or the relevant Health and Education Authorities in Scotland and Northern Ireland. Please complete the following information, which is aimed at helping us establish your suitability for this post and to verify the authenticity of your application. Any information provided will be treated in strictest confidence.

Surname:			
Forenames:			
Previous surnames:			
Date of birth: ____ / ____ / ____	Male	Female	
Post applied for:			

Please give your full current address:

Please answer the following questions in relation to registration with a Local Authority (Health and Social Services Board in Northern Ireland) in connection with day-care for children under the age of 8 (age 12 in Northern Ireland):	
Have you ever applied to be included on a day-care register?	Yes/No
Have you ever been disqualified from a day-care register?	Yes/No

Do you have any previous convictions, cautions, reprimands or final warnings?	Yes/No
If Yes, please give details (continue on a separate sheet if necessary):	

Are you subject to any pending prosecutions?	Yes/No
If Yes, please give details (continue on a separate sheet if necessary):	

Are you subject to any pending disciplinary action, complaints or investigations relating to children and/or young people in your current employment?	Yes/No
If Yes, please give details (continue on a separate sheet if necessary):	

Has a previous employer ever taken disciplinary action against you or dismissed you in relation to incidents involving children and/or young people?	Yes/No
If Yes, please give details (continue on a separate sheet if necessary):	

Has any child that you have been responsible for been placed on a child protection register or been the subject of a court order?	Yes/No
If Yes, please give details (continue on a separate sheet if necessary):	

Declaration:	
<p>By signing and returning this form, I consent to the charity obtaining, keeping, using and producing information relating to my application in line with the requirements of the Data Protection Act 1998. I understand that this form will be kept for the duration of the recruitment activity, at which point it will be destroyed. If I am appointed, any information that may have a bearing on my future employment with the charity will be kept in a sealed envelope until any convictions declared are spent or until 6 years following the termination of my employment with the charity, whichever is sooner.</p> <p>I am committed to CLAPA's aim to ensure that the charity's work with children promotes their health, welfare and development and recognise my duty to ensure that children are kept safe from harm whilst in the charity's care. I understand that to knowingly give false information or to omit information will be considered a breach of trust and could result in disqualification from the selection process or my dismissal at any time in the future. I understand that if I am subsequently convicted of any criminal offence, I must declare this to my employer. I declare the information I have given on this form is true and complete and that I am aware of no reason why I would be considered unsuitable to work with children.</p>	
Signed:	Date:

Please return this form with your application form (if applicable) but in a separate envelope marked 'confidential' for the attention of the Deputy Chief Executive.

Should the information provided make you unsuitable for this post, you will have the opportunity to discuss the outcome with the Deputy Chief Executive if you wish to do so.

Any information provided will be treated in the strictest confidence with access limited to the Deputy Chief Executive and the line manager in cases where further discussion is needed to establish suitability for a particular role.