

Full Staff Declaration

This form is to be completed by all external job candidates, including previous staff returning back to work. It should also be completed by those who have a break in service or period of work (for example – casual/relief staff). It can also be used for agency staff members working with access to children or vulnerable adults.

Full Name: _____ Job Title / Post Applied For: _____

Site/location of post applied for / to be worked at: _____

Failure to disclose any relevant information on bans, investigations, convictions, cautions or bound over orders will result in your application being rejected. If you are appointed and the Company later learns of such relevant information, formal disciplinary action will be taken and you may be dismissed. If you are an agency staff member your services will no longer be used by the Company and the reasons why will be provided to the employing agency.

This post is covered by the Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975 as amended in 2013 by SI 2013 1198 which excludes applicants right under the 1974 Act not to disclose certain criminal convictions. When answering the questions below you may only exclude any ‘protected’ offences from your answers. Protected offences are certain (not all) old and minor offences. For further details see www.legislation.gov.uk or ask a member of the Human Resources team.

If you answer ‘Yes’ to any of the questions below you are asked to provide further details at the end of this form. In the event of this, it is important to note that your application/employment/use of services will be treated on its merits. A criminal record is not necessarily a barrier to employment. Please see the Equal Opportunities Policy for further information.

Once you have answered the questions please complete and sign the declaration at the end of this form (overleaf), ensure you tick either Yes or No for every question:

Declaration

1. Have you ever been convicted, cautioned, or bound over for a criminal offence that is not protected? Yes No
2. Are you currently involved in any criminal proceedings being taken against you? Yes No
3. Have you, or has anyone in your household, ever been banned from working with children (up to 19) or vulnerable adults? Yes No
4. Have you ever been the subject of ANY proven or unproven investigations or complaints in relation to your work with children or vulnerable adults – whether privately, within work or in a voluntary capacity? Yes No
5. Are you, or is anyone in your household, subject to a ban under either the Protection of Children Act 1999, Care Standards (Vulnerable Adults) Act 2001, Disqualification from Caring for Children Regulations 2002, Disqualification from Working with Children Regulations, or, are you serving a Disqualification Order under the Criminal Justice & Court Services Act 2000 (or any later amendments)? Yes No
6. Have any children, of which you are a parent or carer for, been made the subject of a care order or supervision requirement? Yes No
7. Have any children been prevented from living with you by an authority? Yes No
8. Have you, or has anyone in your household, had any interest what so ever in a Care Home or Children’s Home which has been refused registration, or had its registration cancelled? Yes No

Please continue over the page.

9. Have you, or has anyone in your household, ever been prohibited from being a private foster parent? Yes No
10. Have you had any interest what so ever in day centres, nurseries or childminding where registration has been refused? Yes No

If you ticked Yes to any of the questions above, please provide details here – include dates and the names of applicable Registration Authority or Local Authority:

I confirm and certify that I have read and understood the above provisions. The information I have given in this declaration is accurate and complete to the best of my knowledge:

Signed _____ Date _____

Thank you. Completed forms will remain confidential.