

The format of this Self Declaration has been taken from an NSPCC Learning Template – December 2020

This self-disclosure form is used by CLIC Trust as part of our recruitment process for staff and volunteers, to support safeguarding policies and procedures in place to keep safeguarding at the heart of our recruitment.

We require all applicants to fill in a self-disclosure form, regardless of whether they will be undertaking “regulated activity” or “regulated work”.

Any information provided to you through a self-disclosure form will be kept confidential.

Self-disclosure form of this nature are covered by the Rehabilitation of Offenders Act 1974 in England, Scotland and Wales or the Rehabilitation of Offenders (Northern Ireland) Order 1978.

The person applying for the role with CLIC Trust needs to complete the tables below alongside our Application Form.

Name of candidate	
Previous Names: Include dates each name was used (MM/YYYY)	
Address with postcode: Include dates for each addressed (MM/YYYY)	
Telephone Number:	
Date of Birth:	

As the role you have applied for involves contact with children, you will also be required to undergo the relevant vetting and barring checks. Depending on the nature of the role, this could include checking criminal convictions and checking that you are not barred from working with children.

All information you provide will be treated as confidential and managed in accordance with relevant data protection legislation and guidance. You have a legal right to access any information held about you.

Please continue overleaf.

Have you ever been known to any Children's Services department or police as being a risk or potential risk to children?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
If yes, please provide further information:		
Have you been the subject of any investigation and/or sanction by any organisation or body due to concerns about your behaviour towards children?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
If yes, please provide further information:		
Have you ever been the subject of disciplinary sanctions or been asked to leave employment or voluntary activity due to inappropriate behaviour towards children?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
If yes, please provide further information:		
Do you have any unspent convictions in the UK or overseas?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
If yes, please provide further information:		
Confirmation of declaration (tick box below)		
<input type="checkbox"/>	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.	
<input type="checkbox"/>	In accordance with the organisation's procedures if required I agree to provide a valid criminal record certificate and consent to the organisation clarifying any information provided on the disclosure with the agencies providing it.	
<input type="checkbox"/>	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.	
<input type="checkbox"/>	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.	
Candidate Signature:		
Print Name:		
Date:		

Please bring this Self Declaration, in a sealed, named envelope, marked confidential, to your interview should you be invited. We only open this envelope only after we have made a conditional offer. All other envelopes will be securely destroyed.