



## Self-Declaration Form

### To be completed for all posts.

All employees within Kibble have direct access to vulnerable young people or access to confidential information about the young peoples' histories and backgrounds, therefore, all posts within Kibble are considered exempt from the Rehabilitation of Offenders Act 1974 (Exclusions and Exceptions) (Scotland) Order 2003 (as amended). This means that all applicants **must disclose all previous convictions** on their application, even if these would normally be considered as 'spent' under the legislation.

**A previous conviction will not automatically bar an applicant from employment** with the exception of offences against children or other vulnerable groups or those who are considered barred from joining the PVG Scheme, under the Protection of Vulnerable Groups (Scotland) Act 2007.

All successful applicants will be required to become members of the Protecting Vulnerable Groups (PVG) Scheme which is operated via the Government agency **DISCLOSURE SCOTLAND**. Further information regarding the PVG Scheme is available at [www.disclosurescotland.co.uk](http://www.disclosurescotland.co.uk)

In addition, to declaring all previous convictions, the Centre requires all applicants to disclose information pertaining to any previous or present charges or investigations. Failure to disclose any conviction/charge or investigation during the selection process will be considered as a breach of trust.

If this situation arises the individual may be summarily dismissed or have any offer of employment withdrawn, irrespective of the nature of the conviction or charges or investigation.

Should an applicant have a conviction or be subject to a charge or investigation or have been charged or investigated in the past, we will make decisions based on careful consideration of all the information available to us. If management feel that further clarification is required, further information may be sought from additional sources, for example, previous employers, placements etc. We may also ask the applicant to supply additional references.

Therefore, we ask that all applicants complete the following sections fully.

Name: \_\_\_\_\_

### Part 1: Are you currently subject to criminal charges/investigations or have you ever received or been subject to any of the following disposals noted below?

Yes  No

If yes, please complete the section below:

PLEASE TICK ALL APPROPRIATE BOXES					
Conviction(s)		Warning(s)		Reprimand(s)	
Caution(s)		Charge(s)		Admonishment(s)	
Procurator Fiscal Fine(s)		Dropped Charge(s)		Other	

When did the incident(s) occur?	
What exactly happened?	
What was the outcome?	
Have you offended since?	
Anything else you wish to add / What have you learned from your experience?	

Please continue on a separate sheet if required.

**Part 2: Have you ever been subject to an investigation or enquiry either within or outwith the workplace into abuse or other inappropriate behaviour? This should include relevant police non-conviction information and any workplace proceedings.**

Yes  If so, please give details below:                      No

**PART 3: DECLARATION**

- I declare that, except for the above disclosed, I have not, whether in the United Kingdom or abroad, been found guilty and sentenced by a court for a criminal offence.
- I give my consent to Kibble Education and Care Centre to carry out a Protection of Vulnerable Groups Scheme check by Disclosure Scotland and to request references for the purpose of verifying the replies given in this declaration, including enquiries of any relevant authority.
- I agree to inform Kibble Education and Care Centre if I am convicted of an offence after I take up any post within the organisation. I understand that failure to do so may lead to disciplinary action, which may include termination of my employment.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

*Please place the completed form inside the envelope marked 'Self-Declaration Form', please ensure you mark your name and the position applied for in the space provided. This information will be treated in the strictest confidence and will only be opened should you be selected for interview. Your completed self-declaration form will only be seen by senior management and those who have responsibility for recruitment. Should you not be selected for interview the envelope will be confidentially destroyed.*

*For HR Office Use Only*

Stage	Read	Date
1:	By:	

Any initial action required? For example discussion at screening interview. If so, please detail below including outcome:

Stage 2: Content checked against Disclosure Scotland?

Yes  No

Certificate Number:

Date of Issue

Any Action Required? If so, please detail below including outcome:

Name

Date