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**Office Use Only:**

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**Confidential Self-Disclosure Form**

**This form will only be considered for Candidates Short-listed for interview.**

**Declaration of Criminal Record and Other Relevant Information**

**Positions Exempt from the Rehabilitation of Offenders Act 1974**

As stated on the application form, because of the nature of the duties the post holder will be expected to undertake, you are required to disclose details of any ‘unfiltered’ criminal record. The position you have applied for is exempt from the Rehabilitation of Offenders Act 1974, which means that all ‘unfiltered’ convictions, cautions, reprimands and final warnings on your record need to be disclosed.

Only relevant convictions and other information will be taken into account so disclosure need not be a bar to obtaining the position you have applied for

If you declare your ‘unfiltered’ criminal record and / or other information and we believe this to have a bearing on the requirements of the post, we will discuss this with you before any final decision is taken in relation to your job application.

If you have any concerns or queries about filling in this declaration please contact the Finance and Administration Manager, Sarah Elliott.

Applicants should be assured that the information they give will be kept securely and in accordance with the requirements of the General Data Protection Regulations (GDPR) if you are not appointed, your Self-Disclosure form will be confidentially destroyed). Only the people directly responsible for recruitment will be informed of disclosed information on a need-to-know basis.

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**1. Have you received any unfiltered convictions cautions, court orders, reprimands or warnings from the police or courts?**

**Yes / No**  (*please delete as applicable*)

If yes, please give details and dates.

**2. Are you aware of any police enquiries undertaken following allegations made against you, whether in a paid or voluntary capacity, which may have a bearing on your suitability for this post?**

**Yes / No** (*please delete as applicable****)***If yes, please give details and dates.

**3. Is your name included on the ‘Disclosure and Barring Service (DBS) Children’s Barred List’ or the equivalent Welsh, Northern Irish or Scottish Lists as someone unsuitable to work with children?**

**Yes / No** (*please delete as applicable****)***

**4. Have you received any convictions, cautions, court orders, reprimands or warnings or other grounds for disqualification from appointment under the Childcare (Disqualification) Regulations 2009?**

**Yes / No** (*please delete as applicable****)***

If yes, please give details including dates, information about the body that made the determination and where relevant a certified copy of the order

**I confirm that the information I have given above is accurate as at the date of signing. I also confirm that if I am appointed to the post and there is any change in my information as outlined above, I will inform my Manager immediately.**

**Name please print clearly): Dated:**

**Signed:**

*Please return your completed declaration in a sealed envelope marked Private and Confidential for the attention of Sarah Elliott to the First Steps (Bath), Woodhouse Road, Bath, BA2 1SY or email a signed copy to sarah.elliott@firststepsbath.org.uk*

**Checked by: Manager: Dated:**