

Private & Confidential



Self-Declaration Form

Name of Applicant: _____ Post Applied For: _____

Address: _____ Date of Birth: _____

_____ Congregation: _____

_____ Postcode: _____

All applicants for posts (paid or unpaid) working with children or protected adults in Free Church of Scotland Congregations or Free Church Youth Camps must complete this form and return it to the Congregational Safeguarding Coordinator (or, for posts with Free Church Youth Camps, to the Camps Administrator) in a sealed envelope marked "Private and Confidential". It will be seen only by those persons who have direct responsibility for recruiting and assessing vetting information.

The post that you have applied for is for regulated work with children or protected adults. You are therefore required to disclose (a) any unspent convictions and cautions; (b) any spent convictions contained in the list of offences which must always be disclosed (c) any spent convictions which are to be disclosed subject to rules; and (d) any relevant non-conviction information. Convictions and non-conviction information will not automatically make you unsuitable for the post applied for but will be assessed along with all other relevant information, including that provided by you.

Changes have been made by the Scottish Government to the law about what conviction information needs to be disclosed. The new rules are complicated and technical and if you have any convictions you are advised to consult the Disclosure Scotland website for further information. There are still offences which must always be disclosed (all unspent convictions and cautions and also spent ones if they are on the list of offences which must always be disclosed), but there is now also a new list – of spent convictions for offences which are to be disclosed subject to rules and which will be disclosed for 15 years if committed when aged 18 or above and for 7 1/2 years if committed when below the age of 18, unless the applicant has successfully applied for removal.

Applicants are therefore now required to disclose any unspent convictions or cautions and any spent convictions for offences included in Schedule A1, 'OFFENCES WHICH MUST ALWAYS BE DISCLOSED' of the Rehabilitation of Offenders Act (Exclusions and Exceptions) (Scotland) Amendment Order 2016. Applicants are not required to disclose spent convictions for offences included in Schedule B1, 'OFFENCES WHICH ARE TO BE DISCLOSED SUBJECT TO RULES' until such time as they are included in a higher level disclosure issued by Disclosure Scotland.

For more information see: <https://www.disclosurescotland.co.uk/about/SummaryofChanges.htm> and for FAQs see <https://www.disclosurescotland.co.uk/news/UKSCFAQs.htm>

OFFENCES WHICH MUST ALWAYS BE DISCLOSED

<https://www.disclosurescotland.co.uk/documents/HigherLevelDisclsoure--revisedAlwaysDiscloseList--8February2016.doc>

OFFENCES WHICH ARE TO BE DISCLOSED SUBJECT TO RULES

<https://www.disclosurescotland.co.uk/documents/HigherLevelDisclosure--revisedRulesList--8February2016.doc>

Questions *(Circle as appropriate)*

- | | | |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----|----|
| 1. Have you ever been charged with, cautioned or convicted of a criminal offence which you are required to disclose by law as referred to on page one of this form? | Yes | No |
| 2. Are you at present the subject of a criminal investigation or do you have a prosecution pending? | Yes | No |
| 3. Have you ever been the subject of disciplinary action because of alleged harmful behaviour towards children or vulnerable adults? | Yes | No |
| 4. Have you been disqualified from, or refused, any post working with children or vulnerable adults? | Yes | No |
| 5. Have you, to your knowledge, ever had an allegation made against you which has been reported to and investigated by Social Work and/or the Police, but which may not have resulted in a formal charge or conviction? | Yes | No |
| 6. Are you barred from working with children, or adults, or both? | Yes | No |

If you have answered yes to any of the above questions please provide full details on page 3. You may attach a separate sheet of paper if required.

Declaration

I confirm that all the information I have provided on this form is correct and complete.

I confirm that I am not barred from working with children or protected adults. I understand that it is an offence under the Protection of Vulnerable Groups (Scotland) Act 2007 for a person who is barred from working with either of these groups to seek or accept a post working with them.

If I am appointed to the post applied for I agree to conform to the Free Church of Scotland Safeguarding Policy and Guidelines for the Protection of Children and Adults.

If, after I am appointed to the post, I am charged, cautioned or convicted of any offence, or if I become the subject of a Social Work or Police investigation, I agree to inform the Free Church of Scotland immediately of this.

I confirm that (delete option that does not apply)

- a) I am an EU citizen; or
- b) I have been granted leave to remain in the UK and any voluntary work I have agreed to do is permitted in terms of my immigration status.

Signed: _____

Print Name: _____

Date: _____

If you are offered the post a PVG Scheme Record Disclosure will be required.

Details about convictions, cautions etc. (subject to note on page one about changes to the law)

Please give the name(s) of the charge(s) or conviction(s) and the date(s) and sentence(s) in respect of each. Please also give the name of any relevant court.

Please give details of the reasons and circumstances that led to the offence(s).

If applicable, how has your life/behaviour changed since the date of your conviction(s)/charge(s)?

Is there anything else which you would like to add?