**SELF DISCLOSURE FORM**

This form is supplementary to the Application Form.

**Guidance**

Online Application

When making an application online, this form should be completed and returned as a separate file, marked “Confidential – Intercom Trust Self Disclosure Form”.

Written Application

When you are making an application in writing, this form must be completed and returned to us in a separate, sealed envelope marked “Confidential – Self Disclosure Form” – which can be placed in the envelope that contains your completed Application Form and any other supplementary or supporting documents.

In accordance with statutory requirements certain pre-employment checks are conducted for positions that involve work with vulnerable groups, specifically children and vulnerable adults.

The information obtained from these checks is used to help safeguard these groups. It will not be used to discriminate unfairly against those who disclose something which we consider unrelated to working with vulnerable groups.

**Having a criminal record will not automatically bar you from employment.**

As the position you are applying for gives you privileged access to vulnerable groups, you are required to disclose all spent convictions and cautions under the Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975 **unless it is a “protected**” conviction/caution under the amendments made in 2013 to the Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975 and, therefore, not subject to disclosure. This means that you **must disclose** **all convictions** **on this form, other than those which are so “protected”**. This may include driving offences.

Guidance on the filtering of “protected” convictions and cautions can be accessed at:

<http://hub.unlock.org.uk/wp-content/uploads/What-will-be-filtered-by-the-DBS.pdf>

**SELF DISCLOSURE FORM**

Full Name:

Date of Birth:

Address with postcode:

Post Applied for:

Have you ever been known to any Children’s Services department or Police as being a risk or potential risk to children, young people or vulnerable adults?

YES  NO

If yes, please give details below.

Have you been the subject of any investigation and/or sanction by any organisation or body due to concerns about your behaviour towards children, young people or vulnerable adults?

YES  NO

If yes, please give details below.

Do you have any overseas convictions? YES  NO

If yes, please give details below.

Have you ever been the subject of disciplinary sanctions or been asked to leave employment or voluntary activity due to inappropriate behaviour towards children, young people or vulnerable adults?

YES  NO

If yes, please give details below.

Do you have any convictions, cautions, reprimands or final warnings that are not “protected” as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (Amended) 2013:

YES  NO

If you have answered yes to the question above, please set out the details on Page 4 of this form.

**Important notes**:

* Failure to disclose any disclosable criminal convictions could lead either to your application being rejected or, if you are appointed, to dismissal if it is subsequently discovered that you have had any criminal convictions.
* It is a criminal offence to apply for a position working with children if you are excluded from doing so.
* Failure to complete this form may render your application invalid.

**DECLARATION**

I hereby certify that the information given above is true and accurate:

SIGNATURE:

DATE:

**DATA PROTECTION**

I hereby give my consent for the information provided on this form to be held on computer or other relevant filing systems and to be shared with other accredited organisations or agencies as detailed in Intercom’s Data Protection Policy”.

SIGNATURE:

DATE:

|  |  |  |  |
| --- | --- | --- | --- |
| **Date of any**  **Caution, final warning, reprimand, conviction or pending hearing.**  **DD/MM/YY** | **Offence** | **Details of Police/Court involved** | **Sentence** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

Details of cautions, final warnings