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**Self Disclosure**

**Please read the following information carefully.**

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.

The position you have applied for is exempt from the Rehabilitation of Offenders Act 1974 (as amended in England and Wales).

When Pyramid Mentoring is assessing your character and suitability for any such appointment, it is legally permitted to ask for and consider any information relating to unspent (current) and spent (old) criminal convictions, police cautions, final warnings or reprimands which are not protected (or filtered out) by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (Amendment) (England and Wales) Order 2013.

You are not legally obliged to declare any convictions or cautions which are protected under the Exceptions Order. Employers must not ask for, or consider any such information as part of their recruitment process. Before completing this form, if you have a criminal history, it will be important for you to refer to the easy to read [guidance documents](http://hub.unlock.org.uk/knowledgebase/filtering-cautions-convictions/) provided on the Unlock website. This provides additional advice about the type of criminal history information you must declare.

In addition, Pyramid mentoring will carry out an enhanced disclosure through the Disclosure and Barring Services (known as a DBS check).

Enhanced disclosures may also include other non-conviction information which may be held on central police databases, where this is regarded as relevant to the position you are applying for. If the position has, in addition, been identified as a ‘regulated activity’ under the Safeguarding Vulnerable Groups Act 2006 (as amended by the Protection of Freedom’s Act 2012), the enhanced disclosure will also include any information that may be held about you on the children’s and/or adults barred list(s).

Pyramid Mentoring does not discriminate unfairly against applicants on the basis of criminal conviction or other such information declared. If we believe that the information you have declared is relevant to the position you are applying for, we will discuss this with you prior to making our final recruitment decision. If information is not raised with you, this is because we do not believe that this should be taken into account. In any event, you remain free to discuss the matter with Pyramid Mentoring should you wish to do so.  
  
**How will my information be used?**

The information that you provide in this declaration form will be processed in accordance with the Data Protection Act 2018*.* It will only be used for the purpose of determining your application for this position.

If you have declared any information relating to criminal convictions or other such offences, we will consider the following:

* The relevancy of the conviction/offence to the position being applied for.
* The seriousness of the offence(s).
* Your age when you committed the offence(s).
* The length of time since the offence(s) occurred.
* If there is a pattern of offending behaviour.
* The circumstances surrounding the offence(s).
* Any evidence you provide to demonstrate that your circumstances have changed since the offending behaviour.

It is important to be aware, that the failure to disclose all spent and unspent convictions which you are legally obliged to declare (i.e. those that are not protected by Exceptions Order of the Rehabilitation of Offenders Act (as amended in England and Wales), or providing false information is an offence and could result in disciplinary proceedings or dismissal or referral to the Police/DBS.

**Before completing this form, it is important to note the following points:**

1. You must answer all the questions in this form.
2. Before ticking yes or no, please ensure that you to read the explanatory notes which are provided underneath each of the questions. These notes are intended to guide you in determining what additional information you will be required to provide to support your answers.
3. If you answer yes to any of the questions, please use the space provided to include any relevant information about your suitability for the position you are applying for.
4. If you would like any additional supplementary evidence to support your application to be considered, please ensure it is attached or uploaded with this form when you return it.
5. You are not required to disclose information about parking offences.

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| --- | --- |
| Name of candidate/person: |  |
| Previous name(s):  *Please* *include* *date(s)* *each* *name* *was* *used* *(MM/YYYY)* |  |
| Address with postcode:  *Please* *include* *dates* *from* *and* *to* *(MM/YYYY)* *for* *each* *address* |  |
| Telephone/mobile number: |  |
| Date of birth: |  |
| Gender: |  |

|  |  |  |
| --- | --- | --- |
| Have you ever been known to any Children’s or Adult’s Services department or police as being a risk or potential risk to children or vulnerable adults? | | 🞎 Yes 🞎 No |
| 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 or vulnerable adults? | | 🞎 Yes 🞎 No |
| If yes, please provide further information and include details of the outcome: | | |
| Have you ever been the subject of disciplinary sanctions or been asked to leave employment or voluntary activity due to inappropriate behaviour towards children or vulnerable adults? | | 🞎 Yes 🞎 No |
| If yes, please provide further information: | | |
| Do you have any unspent convictions or conditional cautions?  Do you have any spent adult cautions (simple or conditional) or convictions that are not ‘protected’ as defined by either:  • the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 as amended in England, Scotland and Wales  • or the Rehabilitation of Offenders (Northern Ireland) Order 1978 as amended in Northern | | 🞎 Yes 🞎 No  🞎 Yes 🞎 No |
| If yes, please provide further information: | | |
| **Confirmation** **of** **declaration** (tick box below) | | |
| 🞎 Yes | 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. | |
| 🞎 Yes | 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. | |
| 🞎 Yes | 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, young people or vulnerable adults. | |
| 🞎 Yes | 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 or vulnerable adults. | |

The Data Protection Act 1998 requires us to advise you that we will be processing your personal data. Processing includes: holding, obtaining, recording, using, sharing and deleting information.

The Act defines ‘sensitive personal data’ as racial or ethnic origin, political opinions, religious or other beliefs, trade union membership, physical or mental health, sexual life, criminal offences, criminal convictions, criminal proceedings, disposal or sentence.

The information that you provide in this declaration form will be processed in accordance with the Data Protection Act 1998. It will be used for the purpose of determining your application for this position. It will also be used for purposes of enquiries in relation to the prevention and detection of fraud.   
  
Once a decision has been made concerning your appointment, Pyramid Mentoring will not retain this declaration form any longer than is necessary. This declaration will be kept securely and in confidence. Access to this information will be restricted to designated persons within Pyramid Mentoring who are authorised to view it as a necessary part of their work.

**In signing the declaration on this form, you are explicitly consenting for the data you provide to be processed in the manner described above. By submitting this form electronically, you are confirming that you understand that we will accept that completion of the form and submission (from your email address) in the same manner as receiving a hard copy signature.**

**Please send your completed form to jobs@pyramid-mentoring.co.uk**

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| --- | --- |
| **SIGNATURE** |  |
| **PRINT NAME** |  |
| **DATE** |  |

**Template** **self-**

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