

Self-declaration Form for a Position Requiring a Disclosure - 2019

But thanks be to God, which giveth us the victory through our Lord Jesus Christ. 1 Corinthians 15v57

STRICTLY CONFIDENTIAL

At Crown Christian Heritage Trust we undertake to meet the requirements of the General Data Protection Regulations made effective from May 25th 2018 and all other relevant legislation, and the expectations of the Information Commissioners Office relating to the data privacy of individuals.

All applicants are asked to complete this form, detach it from the Application Form and return it, **to the Recruiter detailed below, in a separate sealed envelope**

To: Jonathan McClure

Address:

Crown Hall
Kidderminster Road
Hampton Lovett, Droitwich
Worcestershire
WR9 0LX

Applicant (Print your full name):

CONVICTION HISTORY

If you have never been convicted of a criminal offence or never received a caution, reprimand or warning then please select 'No' below. If you have been convicted of a criminal offence, or received a caution, reprimand or warning that is now spent according to DBS filtering rules*, then please select 'No' below.

If you have an unspent criminal offence, caution, reprimand or warning (according to DBS filtering rules*), please select 'Yes' below.

For exceptions to this legislation or for more information please refer to the Rehabilitation of Offenders Act 1974** and the DBS filtering guidance*.

Do you have any unspent convictions; or are you at present the subject of a criminal investigation/pending prosecution? (please tick)

Yes No

If yes, please give details including the nature of the offences and the dates. Please give details of the court(s) where your conviction (s) were heard, the type of offence and sentence(s) received. Could you also give details of the reasons and circumstances that led to the offence(s). Continue on a separate sheet if necessary.

POLICE INVESTIGATIONS

Please complete this section if you are applying for an Enhanced Disclosure Check.

Have you ever been the subject of a police investigation that didn't lead to a criminal conviction (and is not subject to DBS filtering rules)*? (please tick)

Yes No

If yes, please give details below, including the date of the investigation, the Police Force involved, details of the investigation and the reason for this, and disposal(s) if known.

To your knowledge have you ever had any allegation made against you, which has been reported to, and investigated by, Social Services/Social Work Department (Children's or Adult Social Care)? (please tick)

Yes No

If yes, please provide details, we will need to discuss this with you.

Has there ever been any cause for concern regarding your conduct with children, young people, vulnerable adults? Please include any disciplinary action taken by an employer in relation to your behaviour with adults. (please tick)

Yes No If yes, please give details.

DECLARATION

To help us ensure that we are complying with all relevant safeguarding legislation, please read the accompanying notes and complete the following declaration.

I (full name) _____ of (address)

consent to a criminal records check if appointed to the position for which I have applied. I have read the Standard/ Enhanced Check Privacy Policy for applicants – <https://www.gov.uk/government/publications/dbs-privacy-policies>. I understand how DBS will process my personal data and the options available to me for processing an application. I am aware that details of pending prosecutions, previous convictions, cautions, or bindovers against me may be disclosed along with any other relevant information which may be known to the police.

I agree to inform Jonathan McClure who is responsible for processing disclosure applications if I am convicted of an offence after I take up any post within Crown Christian Heritage Trust. I understand that failure to do so may lead to the immediate suspension of my work with children or vulnerable adults and/or the termination of my employment.

I agree to inform Jonathan McClure who is responsible for processing disclosure applications if I become the subject of a police and/or a social services/(Children's Social Care or Adult Social Services)/Social Work Department investigation. I understand that failure to do so may lead to the

immediate suspension of my work with children or vulnerable adults and/or the termination of my employment.

Signed: _____ Date: _____

Those applying for work with children and in positions which fall within the scope of regulated activity please confirm that you are not barred from working with children.

I confirm that I am not barred from working with children by signing below.

Signed: _____ Date: _____

NB: Those applying only for positions not working directly with children (see positions to apply for at Camp Victory page) should not complete the declaration in this box.

*<https://www.gov.uk/government/publications/filtering-rules-for-criminal-record-check-certificates>
<http://www.ccpas.co.uk/Documents/QRGDBSFiltering.pdf>

**https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/216089/rehabilitation-offenders.pdf

LEGALESE – ATTACHED NOTES

The Disclosure of any offence may not prohibit employment. Please refer to our Rehabilitation of Offenders Policy.

As this post involves working contact with children, young people and/or vulnerable adults all applicants who are offered an appointment will be asked to submit to a criminal records check before the position can be confirmed. You will be asked to apply for an Enhanced Disclosure through the Disclosure and Barring Service (DBS) (England & Wales) or through Access NI if you are in Northern Ireland or through Disclosure Scotland if you live in Scotland.

As the position is exempted under the Rehabilitation of Offenders Act this check will reveal details of cautions, reprimands or final warnings, as well as formal convictions not subject to DBS filtering rules. Because of the nature of the work for which you are applying, this position is exempt from the provision of section 4(ii) of the Rehabilitation of Offenders Act 1974 (Exemptions Orders as applicable within the UK), and you are not entitled to withhold information about convictions which for other purposes are 'spent' under the provisions of the Act with the exception of those that are subject to the DBS filtering rules.

In the event of appointment, any failure to disclose such convictions could result in the withdrawal of approval to work with children or vulnerable adults within Crown Christian Heritage Trust.

This process is subject to a strict code to ensure confidentiality, fair practice and security of any information disclosed.

The DBS Service Code of Practice and our own procedures are available on request for you to read. It is stressed that a criminal record will not necessarily be a bar to appointment, only if the nature of any matters revealed could be considered to place children or vulnerable adults at risk.

Crown Christian Heritage Trust agrees to abide by the Code of Practice on the use of personal data in employee/employer relationships under the General Data Protection Regulations effective from May 25th 2018, as well as the expectations of the DBS.

As a condition of employment we ask that you keep us informed of any other work (either paid or voluntary) which you are undertaking that involves working with children or vulnerable adults. Should we ever need to refer an individual to any of the lists of people deemed unsuitable for working with children or vulnerable adults then we would also inform them of any knowledge we have of that individual working in any other capacity with children/vulnerable adults.

Notes for England, Wales & Northern Ireland Only - Children and Young People

Under the Protection of Freedoms Act 2012 it is an offence for any organisation to offer employment to anyone who has been convicted of certain specific offences, or included on either of the two barred lists held by the Disclosure and Barring Service where the post falls within the scope of regulated activity (as defined by the DBS, under the Safeguarding Vulnerable Groups Act 2006 and the Protection of Freedoms Act 2012). An enhanced with barred list check must be completed. Those working with children and / or adults at risk in posts which fall outside the scope of regulated activity may still be eligible for an enhanced disclosure WITHOUT a barred list check.

The DBS offers both an enhanced check and for those engaged in regulated activity an enhanced with a barred list check. For applicants in Scotland and Northern Ireland, similar provisions apply.

DBS Eligibility from: <https://www.gov.uk/government/publications/dbs-check-eligible-positions-guidance>



Positions to apply for at Camp Victory

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Tick the box(es) of the position(s) in which you would like to participate*

Positions Working Directly With Children**	Positions Not Working Directly with Children
<input type="checkbox"/> Tent Leader	<input type="checkbox"/> Kitchen Staff
<input type="checkbox"/> Activity Leader	<input type="checkbox"/> Supplies and Maintenance
<input type="checkbox"/> Activity Assistant	
<input type="checkbox"/> Creche Worker	

*You may choose more than one and may participate in more than one.

**If you are applying for a position that works directly with children you will need to have a Enhanced Disclosure Check.