

Acts Trust Confidential Self Disclosure Form

This form must be completed by all those wishing to work with children and/or adults experiencing, or at risk of abuse or neglect. It applies to any role involving substantial contact with children and/or adults experiencing, or at risk of abuse or neglect. This form is strictly confidential and, except under compulsion of law, will be seen only by those involved in the recruitment/appointment process and, when appropriate, the Acts Trust Safeguarding Officer. All forms will be kept securely in compliance with the Data Protection Act 1998 and Acts Trust’s Data Protection Policy (DP001).

| POST APPLIED FOR: | Date: |
| --- | --- |

| Surname: | | Previous name(s) (if any): | | |
| --- | --- | --- | --- | --- |
| Forename(s): | | Preferred title: | | Date of birth |

***Acts Trust is committed to safeguarding and promoting the welfare of children and vulnerable adults and we expect all staff to share this commitment. This post is exempt from the Rehabilitation of Offenders Act 1974; pre-employment checks will be carried out, references will be sought and successful candidates will be subject to an enhanced DBS check and other relevant checks with statutory bodies.***

We comply with the Disclosure & Barring Service (DBS) code of practice and have a written policy on the recruitment of ex-offenders, both of which are available on request. As you have been shortlisted, you are required to declare any relevant convictions, adult cautions or other matters which may affect your suitability to work with children or adults at risk. As a result of amendments to the Rehabilitation of Offenders Act 1974 (exceptions order 1975) in 2013 and 2020, some minor offences are now protected (filtered) and should not be disclosed to potential employers, and employers cannot take these offences into account.

If you are unsure whether you need to disclose criminal information, you should seek legal advice or you may wish to contact Nacro or Unlock for impartial advice. There is more information on filtering and protected offences on the Ministry of Justice website.

Nacro - <https://www.nacro.org.uk/criminal-record-support-service/> or email [helpline@nacro.org.uk](mailto:helpline@nacro.org.uk) or phone 0300 123 1999

Unlock – <http://hub.unlock.org.uk/contact/> phone 01634 247350 text 07824 113848

| 1. Do you have any convictions or adult cautions that are unspent? Yes / No |
| --- |
| If yes, please provide details here |
| 1. Do you have any other cautions or convictions that would not be filtered? Yes / No |
| If yes, please provide details here |
| **FOR POSTS WORKING IN REGULATED ACTIVITY WITH ADULTS - complete if appropriate**   1. Are you included on the DBS adult barred list? Yes / No |
| If yes, please provide details here |
| **FOR POSTS WORKING IN REGULATED ACTIVITY WITH CHILDREN - complete if appropriate**   1. Are you included on the DBS children’s barred list? Yes / No |
| If yes, please provide details here |
| 1. Are you subject to any sanctions relating to work with children in any country outside the UK? Yes / No |
| If yes, please provide details here |

| **Please complete the declaration below:**  I declare that all the information I have provided in this disclosure is full and correct at the time of application and that I have not omitted anything that could be relevant to the appointment of someone who will work with children. I understand that the recruitment panel may be made aware of any relevant information that I have disclosed in order to discuss the matter(s) with me as part of the recruitment process and that, if my application is successful, a risk assessment of the disclosed information will be held securely on my personnel file. I understand that the declaration of a criminal record will not necessarily prevent me from being offered this role.  **Signed**: Date: |
| --- |

**Please return this form to: office@actstrust.org.uk**

Please note that, if you are unsuccessful, this disclosure form will be securely destroyed within 6 months from the date of interview.