

(Name of Organisation)'s **Self-Declaration Form**

**Introduction**

The Rehabilitation of Offenders Act (Exclusions and Exceptions) (Scotland) Order 2003 and the Rehabilitation of Offenders Act (Exclusions and Exceptions) (Amendment) (Scotland) Order 2006 apply in Scotland to 'child care positions'.

The post applied for comes into this category which means that any 'spent' convictions must be declared as this post is excepted from the Rehabilitation of Offenders' Act 1974.

In order that a measured and open discussion on the subject of offences can be conducted at interview if this is appropriate, we ask for specific information as part of the recruitment process.

***Failure to reveal information that is directly relevant to the post applied for can be grounds for either the withdrawal of any offer made or for dismissal as misrepresentation is regarded as gross misconduct.***

**Instructions**

1. All sections of this form must be completed and the final Declaration signed and dated.
2. The completed and signed form should be placed in the envelope provided, write your name on the front and seal the envelope. Return the application form with the sealed envelope
3. **Your sealed envelope will only be opened if you are being considered for interview**
4. **If you are not being considered for interview, your application details and the sealed envelope will all be shredded as confidential waste.**

**Section A**

First Name(s)	
Last Name	

**Section B**

- (i) If you do not have any previous convictions, do not have any court appearances pending or have not received any police warnings, tick this box  and go direct to the **Declaration** section below.
- (ii) If you have previous convictions, court appearances pending or received police warnings complete the details below then go to Section C. If you require more space, attach an extra sheet

**Convictions**

Date	Court	Details of Offence	Sentence

**Pending Court Appearances (Provide details)**

**Police Warnings (Provide details)**

**Section C**

- I declare that I have not withheld any information that may affect my application for appointment
- I understand that false or misleading information or omissions may lead to the withdrawal of any offer of appointment/my dismissal
- I have never been the subject of disciplinary action relating to behaviour to children and young people
- I have never been the subject of a child protection investigation
- I have never has a child removed from my care
- I have never had any registration as a childminder or other registered person rescinded
- I am not listed on the Disqualified from Working with Children List specified in the Protection of Children (Scotland) Act 2003

Signature \_\_\_\_\_

Date \_\_\_\_\_

**Section D**

If you are unable to complete the above **DECLARATION**, please give details