**Self-declaration form**

Private and Confidential

The role you have applied for involves frequent or regular contact with or responsibility for children or vulnerable adults. Please complete and sign the following declaration and return it with your application form.

You will also be required to provide a valid DBS (Disclosure and Barring Service) certificate which will provide details of criminal convictions.

|  |  |
| --- | --- |
| 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, provide information below)*: |
|  |
| Have you been the subject of any disciplinary investigation and/or sanction by any organisation due to concerns about your behaviour towards children or vulnerable adults?  | YES / NO*(if Yes, provide information below)*: |
|  |
| Has anyone living or working within your household ever been disqualified from working with children or vulnerable people? | YES / NO*(if Yes, provide information below)*: |
|  |
| Confirmation of Declaration *(tick box below)* |
|  | 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here may be processed in connection with recruitment purposes and I understand that an offer of employment may be withdrawn or disciplinary action may be taken if information is not disclosed by me and subsequently come to the organisation’s attention.  |
|  | In accordance with the Sutton Mencap’s procedures if required I agree to provide a valid DBS certificate and consent to the organisation clarifying any information provided on the disclosure with the agencies providing it.  |
|  | 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 or young people.  |
|  | I understand that the information contained on this form, the results of the DBS 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. |
| **Signature:** |  |
| **Print name:** |  |
| **Date:** |  |

All information will be treated as confidential and managed in accordance with relevant data protection legislation and guidance. You have a right of access to information held on you under the Data Protection Act 1998.