**All Services**

**Self-disclosure form for Regulated Activity**

If the role you are in or have applied for involves regulated activity, you will be required to provide a valid criminal record certificate, which will provide details of criminal convictions. This may also include a barred list check depending on the nature of the role. If you *do not* have a valid criminal record certificate and it is essential to the role, then Enfield Carers Centre will apply for one for you.

All information you provide will be treated as confidential and managed in accordance with relevant data protection legislation and guidance. Once completed, seal this form in an envelope with your name clearly printed on the front. ***It will not be opened unless you are successful at interview.***  If you are unsuccessful, the envelope with its contents will be shredded. You have a legal right to access information held about you.

***For completion by applicant - please complete all sections of this form***

|  |  |  |  |
| --- | --- | --- | --- |
| Name: |  | | |
| Previous name(s): Please include date(s) each name was used (MM/YYYY) |  | | |
| Full Address: |  | | |
| Telephone/Mobile No: |  | | |
| Date of Birth: |  | | |
| Gender: |  | | |
| Have you ever been known to any Adult 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 by any organisation or body due to concerns about your behaviour towards children or adults at risk? | | | YES  NO |
| If yes, please provide further information: | | | |
| Have you ever been the subject of disciplinary procedures or been asked to leave employment or voluntary activity due to inappropriate behaviour towards children or adults at risk? | | | YES  NO |
| If yes, please provide further information: | | | |
| Do you have any convictions, cautions, reprimands or final warnings that are not “protected” as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (Amendment) 2013? | | | YES  NO |
| If yes, please provide further information: | | | |
| **Confirmation of declaration** (tick boxes 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here may be processed in connection with recruitment purposes and I understand that an offer of employment may be withdrawn or disciplinary action may be taken if information is not disclosed by me and subsequently come to the organisation’s attention.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 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. | | |  |
| 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. | | |  |
| **Name (in capitals):** | |  | |
| **Your Signature:** | |  | |
| **Date:** | | Click or tap to enter a date. | |