



The Longcroft Christian Trust

Self Declaration Form for a Position Requiring a Disclosure

STRICTLY CONFIDENTIAL

As a place of worship/organisation we undertake to meet the requirements of the Data Protection Act 1998 and all other relevant legislation.

All applicants are asked to complete this form and return, to contact for worship/organisation detailed below, in a separate sealed envelope

To: Margaret Jardine-Smith
(name of person in place of worship/organisation processing Criminal Records Disclosure checks)

Address: The Longcroft Christian Trust
Storeton Lane, Barnston, Wirral, CH61 1BU

Appointment applied for: _____

Have you ever been charged with, cautioned or convicted in relation to any criminal offence; or are you at present the subject of a criminal investigations/pending prosecution?

Yes No (please tick)

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

This should include relevant police non-conviction information. Please complete this section if the post you are applying for requires an Enhanced Disclosure check.

Have you ever been the subject of a police investigation that didn't lead to a criminal conviction?
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)?

Yes No (please tick)

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 or vulnerable adults? Please include any disciplinary action taken by an employer in relation to your behaviour with adults.

Yes No (please tick) 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) _____

Confirm that I am not barred from working with children/vulnerable adults from engaging in regulated or controlled activity.

I consent to a criminal records check if appointed to the position for which I have applied. I am aware that details of pending prosecutions, previous convictions, cautions, or bindovers against me will be disclosed along with any other relevant information which may be known to the police, and Lists held in accordance with the Safeguarding Vulnerable Groups Act 2006.

I understand that a check will be made with the Independent Safeguarding Authority.

I agree to inform the person within the place of worship/organisation* responsible for processing applications for Disclosure Barring Service/SCRO/Access NI Service checks if I am convicted of an offence after I take up any post within the place of worship/organisation*. 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 the person within the place of worship/organisation* responsible for processing applications for Disclosure Barring Service/SCRO/Access NI Service 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: _____