**Part 1**

For completion by the organisation

This form is designed for roles involving contact with children (under 18s) and vulnerable adults.

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| Name of candidate/person: |  |
| Previous name(s)Please include date(s) each name was used(MM/YYYY) |  |
| Address History with Postcode Please include dates from and to (MM/YYYY) for each addressNB: For the last 5 years  |  |
| Telephone/Mobile No: |  |
| Date of Birth: |  |
| Gender  | Male / Female  |
| Identification (tick box below): |
|  | I confirm that I have seen identification documents relating to this person, and I confirm to the best of my ability that these are accurate. |
| 1.UK Passport or non-UK passport with work permit/visa |  |
| 2.UK photo-card driving licence |  |
| 3.Proof of National Insurance number or current work permit number  |  |
| 4.Proof of home address and postcode  |  |
| **Signature of authorised employing officer:** |  |
| **Print name:** |  |
| **Date:** |  |

**Part 2**

For completion by candidate/person named in part 1

If the role you are in or have applied for involves frequent or regular contact with responsibility for children, you will also be required to provide a valid DBS (Disclosure and Barring Service) certificate, which will provide details of criminal convictions. This may also include a barred list check depending on the nature of the role.

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

|  |  |
| --- | --- |
| Have you ever been known to any Children’s Services department or Police as being a risk or potential risk to children? | 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? | 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? | 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 box below) |
|  | I agree that the information provided here may be processed in connection with recruitment purpose 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 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 result 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 of candidate: |  |
| Print Name: |  |
| Date: |  |