

*The Protection of Children (Scotland) Act 2003*

*(Disqualified from Working with Children List)*

**Appendix 5**

**Guidance Notes on Self Declaration Form**

## **Appendix 5: Guidance notes to be included with a Self-Declaration Form.**

Please read these notes before completing the Self-Declaration Form.

The information you give in this Self-Declaration Form will support the information we also obtain from your application form, references and, where we decide to make an appointment, a Disclosure certificate. All of these sources of information will help us to make an informed decision about your application.

### **Who must complete the Self-Declaration Form?**

It is the policy of this organisation to ask all applicants who apply to work in “child care” positions to complete a self-declaration form.

The post which you are applying for is also exempt from the *Rehabilitation of Offenders Act 1974* by the *Exclusions and Exceptions (Scotland) Order 2003*. You are therefore advised to declare all convictions including ‘spent’ convictions.

### **Which sections of the form must I complete?**

The Job/Task Description enclosed with this form should indicate the level of Disclosure check which will be requested if we decide to invite you to join our organisation.

Where the Job/Task description states that the position requires a **Standard Disclosure** check you must complete Parts A, B, D and E of this form.

Where the Job/Task description states that the position requires an **Enhanced Disclosure** check you must complete Parts A, B, C, D and E of this form.

You must also provide identification so that the personal details you provide can be verified. You will be asked to provide these should we invite you to interview.

### **Who gets to read the Self-Declaration Form?**

The Self-Declaration Form should be sent to us in a sealed envelope. Please do not send it with your completed application form. If you are not invited to interview, the envelope will be returned to you unopened for you to dispose of.

The envelope will be opened if you are being considered for interview. If you are selected for interview and you have recorded previous convictions or other relevant information, you will be given the opportunity to discuss this at the interview.

### **What happens to the Self-Declaration Form after a decision has been made on my application?**

If you are unsuccessful the Self-Declaration Form will be returned to you for you to dispose of.

If you are successful, Disclosure checks will then be requested. The Self-Declaration Form and the Disclosure certificate will then be retained by us until a decision has been made on your application. Usually, this information will not be kept any longer than six months.

### **What happens if my application is successful?**

If your application is successful you will also be required to provide a **Standard or Enhanced Disclosure** under the terms of the *Police Act 1997 (Part V)*. The level of Disclosure check is given in the Job Description which was sent to you with other forms.

**What happens if I do not wish to complete a Self-Declaration Form?**

In accordance with our child protection policy and guidelines you will not be allowed to work in a “child care” position within our organisation.