



Private and confidential

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 2018.

Please Complete Section A, Section B or C, and Section D.

SECTION A: APPLICANT INFORMATION

Employee or volunteer information				
Name				
Position applied for:				
Address				
Contact number(s)				
Date of birth				
Gender ¹	Female <input type="checkbox"/>	Male <input type="checkbox"/>	Non-binary <input type="checkbox"/>	Another description (please state) <input type="checkbox"/>

Does this role involve contact with children under the age of 18? **No (proceed to Section B)** **Yes (proceed to Section C)**



SECTION B: DISCLOSURE (NON-DBS)

Note: All roles should be risk assessed to consider the level of engagement and opportunity to manipulate their role to cause potential harm to children.

This post is covered by the Offender Rehabilitation Act 2014¹ and therefore applicants are required to declare:

- Unspent convictions

Free, confidential advice can be sought from the organisations below to help you understand whether to disclose certain criminal record information:

NACRO – Tel: 0300 123 1999, or email: helpline@nacro.org.uk (England & Wales)

NIACRO – Tel: 028 9032 0157 (Northern Ireland)

Unlock – Tel: 01634 247350, email advice@unlock.org.uk or complete the online form on the Unlock website. (England & Wales)

SACRO – Tel: 0131 624 7270 (Scotland)

Any disclosure will be seen in the context of the role description, the nature of the offence and the responsibility for the care of existing clients/volunteers and employees. Having unspent convictions will not necessarily mean that you cannot work/volunteer with us. The information provided may be assessed alongside normal selection criteria to determine suitability for the role of _____. A separate arrangement will be made with you if clarification is required to discuss any issues around your disclosure before a final decision is reached.

Declaration of Individual		
1. Do you have any unspent convictions or conditional cautions?	No <input type="checkbox"/>	Yes – please see the 2 options below <input type="checkbox"/>
<p>Option 1: You can disclose your criminal record on a separate sheet provided that, you mark a cross on the line below and attach the details in an envelope stapled to this form. The envelope should be marked CONFIDENTIAL and state your name and details of the post. I have attached details of my conviction separately____ (please mark with an X if appropriate.)</p>		
<p>Option 2: Please provide details of unspent convictions or conditional cautions, in the space provided:</p>		
2. Have you been formally charged with any other offence in any country which has not yet been disposed of?	No <input type="checkbox"/>	Yes – please provide further information <input type="checkbox"/>
3. Are you currently subject to any criminal investigations or pending prosecutions by the police in any country which may have a bearing on your suitability for this position?	No <input type="checkbox"/>	Yes – please provide further information <input type="checkbox"/>



Declaration of Individual		
4. Have you ever been known to Children's Social Care or the police as being a risk or potential risk to children?	No <input type="checkbox"/>	Yes – please provide further information <input type="checkbox"/>
5. Have you been the subject of any formal action, disciplinary investigation and/or sanction by any organisation due to concerns about your behaviour towards children?	No <input type="checkbox"/>	Yes – please provide further information <input type="checkbox"/>
6. Have you ever been dismissed for misconduct from any employment, volunteering, or other position previously held by you, in circumstances which may have bearing on your suitability for this position?	No <input type="checkbox"/>	Yes – please provide further information <input type="checkbox"/>
7. Are you currently subject to any fitness to practice investigations or proceedings by a regulatory, governing, or licensing body in any country, which may have bearing on your suitability for this position?	No <input type="checkbox"/>	Yes – please provide further information <input type="checkbox"/>
8. Do you have any unspent conditional cautions or convictions under the Rehabilitation of Offenders Act 1974?	No <input type="checkbox"/>	Yes – please provide further information <input type="checkbox"/>
9. Do you have any adult cautions (simple or conditional) or spent convictions that are not protected as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (Amendment) (England and Wales) Order 2020?	No <input type="checkbox"/>	Yes – please provide further information <input type="checkbox"/>
10. Have you been formally charged with any other offence in any country which has not yet been disposed of?	No <input type="checkbox"/>	Yes – please provide further information <input type="checkbox"/>
11. Are you currently subject to any criminal investigations or pending prosecutions by the police in any country which may have a bearing on your suitability for this position?	No <input type="checkbox"/>	Yes – please provide further information <input type="checkbox"/>



Declaration of Individual		
12. Have you ever been known to any Children’s Services department or the police as being a risk or potential risk to children?	No <input type="checkbox"/>	Yes – please provide further information <input type="checkbox"/>
13. Have you been the subject of any formal action, disciplinary investigation and/or sanction by any organisation due to concerns about your behaviour towards children?	No <input type="checkbox"/>	Yes – please provide further information <input type="checkbox"/>
14. Have you ever been dismissed for misconduct from any employment, volunteering, or other position previously held by you, in circumstances which may have bearing on your suitability for this position?	No <input type="checkbox"/>	Yes – please provide further information <input type="checkbox"/>
15. Are you currently subject to any fitness to practice investigations or proceedings by a regulatory, governing, or licensing body in any country, which may have bearing on your suitability for this position?	No <input type="checkbox"/>	Yes – please provide further information <input type="checkbox"/>

Please proceed to Section D.



SECTION C: DISCLOSURE (DBS)

Note: As the position you have applied for involves work with children and young people it is not covered by the provisions in the Rehabilitation of Offenders Act 1974. When answering questions 1 to 4 you must declare criminal convictions and/or cautions that are not 'protected' under the Exceptions Order (as amended). This includes UK, overseas and armed forces convictions, cautions and relevant service discipline convictions where it would be considered an equivalent offence in England and Wales.

Free, confidential advice can be sought from the organisations below to help you understand whether to disclose certain criminal record information:

Nacro – Tel: 0300 123 1999, or email: helpline@nacro.org.uk

Unlock – Tel: 01634 247350, email advice@unlock.org.uk or complete the online form on the Unlock website.

Declaration of Individual		
1. Do you have any unspent conditional cautions or convictions under the Rehabilitation of Offenders Act 1974?	No <input type="checkbox"/>	Yes – please provide further information <input type="checkbox"/>
2. Do you have any adult cautions (simple or conditional) or spent convictions that are not protected as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (Amendment) (England and Wales) Order 2020?	No <input type="checkbox"/>	Yes – please provide further information <input type="checkbox"/>
3. Have you been formally charged with any other offence in any country which has not yet been disposed of?	No <input type="checkbox"/>	Yes – please provide further information <input type="checkbox"/>
4. Are you currently subject to any criminal investigations or pending prosecutions by the police in any country which may have a bearing on your suitability for this position?	No <input type="checkbox"/>	Yes – please provide further information <input type="checkbox"/>
5. Have you ever been known to any Children's Services department or the police as being a risk or potential risk to children?	No <input type="checkbox"/>	Yes – please provide further information <input type="checkbox"/>
6. Have you been the subject of any formal action, disciplinary investigation and/or sanction by any organisation due to concerns about your behaviour towards children?	No <input type="checkbox"/>	Yes – please provide further information <input type="checkbox"/>



Declaration of Individual		
7. Have you ever been dismissed for misconduct from any employment, volunteering, or other position previously held by you, in circumstances which may have bearing on your suitability for this position?	No <input type="checkbox"/>	Yes – please provide further information <input type="checkbox"/>
8. Are you currently subject to any fitness to practice investigations or proceedings by a regulatory, governing, or licensing body in any country, which may have bearing on your suitability for this position?	No <input type="checkbox"/>	Yes – please provide further information <input type="checkbox"/>

Please proceed to Section D.



SECTION D: CONFIRMATION

Confirmation of Declaration	
Please tick the boxes below and then sign this form.	
<input type="checkbox"/>	I agree that the information provided here may be processed in connection with recruitment purposes and I understand that an offer of employment/volunteer role may be withdrawn, or dismissal may result if information is not disclosed by me and subsequently comes to the organisation's attention.
<input type="checkbox"/>	In accordance with the organisation's procedures, if required I agree to provide a valid DBS Basic Check <i>OR</i> DBS Certificate and consent to the organisation clarifying any information provided on the disclosure with the agencies providing it.
<input type="checkbox"/>	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.
<input type="checkbox"/>	I understand that the information contained on this form, the results of a 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 other children.
I declare that the information provided on this form is correct. I understand that the declaration of a criminal record will not necessarily prevent me from being offered a role at <i>the Welsh Curling Association</i> .	
Signature	
Print name	
Today's date	