

**SELF DECLARATION FORM FOR POSITION REQUIRING DISCLOSURE**  
PRIVATE AND CONFIDENTIAL

Post Title: Children's Ministry Worker

Full Name: \_\_\_\_\_

**Important: read the following notes and instructions carefully before filling in this form.**

If you have ever been fined for driving or other offences, questioned by police, charged, appeared in court, found guilty and/or sentenced you need to tell us about it on this form as all of this information may appear on a disclosure certificate. Please take care in completing this form and follow the guidance notes below to ensure that all the information is provided accurately. Complete the form clearly in BLOCK CAPITAL LETTERS.

**Part A: Previous Convictions**

**note all previous convictions, including driving offences**

**Instructions:**

You must note details of all previous convictions, regardless of whether or not they would normally be considered as spent for other appointments and regardless of how long ago they occurred. You must give details of date(s) of conviction(s), full address details of the court where it was heard, type of offence, sentence received, together with details of the reasons and circumstances that led to your offence(s), how you completed the sentence imposed and any conditions which were attached to the sentence.

**Rehabilitation of Offenders Act 1974 (Exclusions and Exceptions) (Scotland) Order 2003 (as amended)**

If you are applying to work in a regulated role with our organisation you are governed by the above regulation.

**This means:**

*You must not withhold information about previous convictions and you are required to list all previous convictions, this includes any cautions you have received or criminal proceedings still pending – including driving offences, fixed penalty fines etc. By completing this form you are agreeing to a check being carried out against police records which will provide information on previous convictions, cautions, pending criminal proceedings and other relevant information.*

Failure to disclose relevant information will be regarded as a breach of trust and is likely to lead to dismissal.

If you are unsure whether or not you need to disclose a conviction/caution, you can check by accessing Disclosure Scotland's website on [www.disclosurescotland.co.uk](http://www.disclosurescotland.co.uk) and check the 'Frequently Asked Questions'.

## Part A Continued

Do you have any past or current convictions? Yes  No

If NO go to Part B. If YES, please give details.

Type of Offence	Date	Court	Sentenced Received

Please give details of reasons and circumstances that led to your offence(s)/Caution/Investigation; and any other relevant information

## Part B: Police Investigations – including any police non-conviction information, cautions, pending convictions etc.

**Instructions:** You must include any relevant police non-conviction information i.e. if you have been subject to any police investigations even if they did not result in a conviction, this includes cautions and any proceedings pending. You must also note if you have ever been known to any Social Work Department/Social Services Department as an actual or potential risk to children and/or adults at risk. Please ensure that you give full and accurate details.

Have you ever been subject to any investigation(s)/caution(s), or do you have any pending convictions, fines, etc... Yes  No

If NO go to Part D. If YES, please give details.

Non-conviction information	Date	Details

Please give details of the reasons and circumstances that led the investigation(s), caution(s), pending convictions, fines etc.:

Are you or have you ever been known to any Social Work Department (Scotland) or Social Services Department (England and Wales) as an actual or potential risk to children and/or protected adults? Yes  No

If NO go to Part D, if YES, please give details:

## Part C: Details of any disciplinary action relating to behaviour towards children, young people and/or protected adults

**Instructions:** You must note if you have ever been disciplined as a result of inappropriate behaviour towards children, young people and/or protected adults which may have harmed them or put them at risk of harm.

Have you ever been disciplined because of inappropriate behaviour towards children, young people and/or protected adults which your employer believed may have harmed them or put them at risk of harm. Yes  No

If NO please go to Part C, if YES, please give details:

## Part D: Self Declaration – protection of vulnerable groups

You must confirm whether or not you are subject to any disqualification from working with children or protected adults under any of the following:

- i. The Protection of Children (Scotland) Act 2003  
(or under the Protection of Vulnerable Groups (Scotland) Act 2007 when commenced)
- ii. The Protection of Vulnerable Groups (Scotland) Act 2007  
(a) barred from working with children list (b) barred from working with protected adults list
- iii. The Protection of Children Act 1999 (or in transition to lists held under the Safeguarding Vulnerable Groups Act 2006)
- iv. List 99 (or in transition to lists held under the Safeguarding Vulnerable Groups Act 2006)
- v. The Criminal Justice and Court Services Act 2000  
(or in transition to lists held under the Safeguarding Vulnerable Groups Act 2006)
- vi. The Safeguarding of Vulnerable Groups Act 2006  
(a) barred from working with children list (b) barred from working with protected adults list
- vii. Any other list barring work with children or protected adults established by the legal system of any other country.

I ..... (full name)

of .....(street)

..... (town)

.....(postcode)

Confirm that:  I am  
 I am provisionally  
 I am not

Subject to any of the disqualifications set out in the regulations above.

Please sign below to confirm that the information you have given in Section D is true. False information or wilful omissions may lead to immediate withdrawal of role, job offer or termination of your employment. Giving false information can result in prosecution

Signed: .....Date: .....

## Part E: Declaration

### Instructions:

You must sign and date the declaration certifying that the information you have provided is true and correct to the best of your knowledge and that you agree to abide by the conditions set down by Falkirk Vineyard Church. Please note that any false information or wilful omissions may lead to the immediate suspension of your work with children and/or protected adults, withdrawal of an offer of employment or termination of your employment.

Falkirk Vineyard Church will assess the level of disclosure check suitable for the post you have applied for. All posts that involve supporting, training, supervising or being in sole charge of children or protected adults will be subject to an enhanced disclosure.

### Declaration

I hereby declare that, except for as disclosed above, I have not at any time, whether in the United Kingdom or abroad, been found guilty and sentenced by a court for a criminal offence (including driving offences), nor have I, except for as disclosed above, ever been subject to any police investigation, caution etc. nor do I have any convictions, cautions or investigations pending.

I give my consent to Falkirk Vineyard Church to carry out a disclosure check appropriate to the post I have applied for and to request references for the purposes of verifying the replies I have given in this declaration, including enquiries to any relevant authority. I agree to inform Falkirk Vineyard Church if I am convicted of an offence after I take up any post within the organisation. I understand that failure to do so may lead to withdrawal of an offer of employment or termination of my post.

Signed:..... Date:.....

Please note that any information you give in this form will be managed according to Falkirk Vineyard Church's Data Protection policy.

Please return the completed self-declaration form in a sealed envelope separate from your completed application form.

Your completed self-declaration form will only be seen by those individuals in the organisation who have responsibility for recruiting staff and volunteers.

**Falkirk Vineyard Church**  
**51 Sunnyside Avenue**  
**Brightons**  
**Falkirk**  
**FK2 0GE**  
**info@falkirkvineyard.com**