

## **Guide to Completing Self Disclosure Form**

Please read the information in this guide before completing the Self Disclosure Form in full and returning it with your completed application form.

### **Rehabilitation of Offenders Act 1974**

This organisation is exempt from the provisions of the Rehabilitation of Offenders Act 1974.

All applicants are required to complete a self disclosure form for the position that they are applying for. The roles are either defined as being in regulated activity or non-regulated activity. We will inform you whether you are working in regulated or non-regulated activity.

### **Regulated Activity**

You will be considered to be in regulated activity, if you:

- are responsible for, on a regular basis, teaching, training, instructing, caring for or supervising children; or
- carry out paid, or unsupervised unpaid work regularly, where that work provides an opportunity for contact with children; or
- engage in intimate or person care, or overnight activity, even if this happens only once.

### **What are you required to disclose?**

You must disclose details of all unspent and unfiltered spent reprimands, formal warnings, cautions and convictions.

For a disclosure, incorporate the date, the reason and the action taken as a consequence, i.e. fine, community service, custodial sentence.

Disclosing a conviction does not necessarily result in your application being rejected. However, failure to disclose may result in withdrawal from any job offer.

### **Disclosure and Barring Service (DBS) checks**

There are different types of DBS checks and the check required will be dependent upon whether regulated or non-regulated activity is required in the role.

For a non-regulated activity role, an Enhanced DBS check will be completed, and this will provide information regarding unspent and spent reprimands, formal warnings, cautions and convictions.

For a regulated activity role, an Enhanced DBS and a Barred List check will be completed, and this will provide information regarding unspent and spent reprimands, formal warnings, cautions and convictions, as well as, checking to see if an applicant appears on the children's barred list.

The barred list is maintained by the DBS and it lists individuals who are unsuitable to work with children and vulnerable adults.

Once the checks are complete, the DBS will send a certificate to you. You must show the original DBS certificate to your potential employer, before you take up the post, or as soon as practicable afterwards.

### **Completing the Self Disclosure Form**

**You must complete the self disclosure form in full and bring it with you to the interview.**

**Failure to return the form or returning an incomplete form may result in your application not being processed further.**

**If you have any concerns or questions, you should contact the employer.**