**Employment self-declaration and disclosure form**

for roles involving contact with children (under 18 years old)[[1]](#endnote-1)

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| **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. |

# Part 1 – for completion by the organisation

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| --- | --- | --- | --- | --- |
| **Employee information** | | | | |
| Name |  | | | |
| Address |  | | | |
| Contact number(s) |  | | | |
| Date of birth |  | | | |
| Gender[[2]](#endnote-2) | Female  🞎 | Male  🞎 | Non-binary  🞎 | Another description (please state)  🞎 |

|  |  |  |  |
| --- | --- | --- | --- |
| **Identification and declaration** | | | |
| 🞎 | 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. | | |
| **Either** { | | UK passport number and issuing office |  |
| UK driving licence number (with picture) |  |
| **Plus** | | National Insurance card or current work permit number |  |
| Signature of authorised employing officer | | | 🗶 |
| Print name | | |  |
| Today’s date | | |  |

# Part 2 – for completion by the individual

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| **Note:** If the role you have applied for involves frequent or regular contact with or 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 Barring List check depending on the nature of the role (see organisational guidance about eligibility for DBS checks). \* |

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| **Declaration of individual** | | | |
| Have you ever been known to any Children’s Services department as being a risk or potential risk to children? | | No  🞎 | Yes – please provide further information  🞎 |
| Have you been the subject of any disciplinary investigation and/or sanction by any organisation due to concerns about your behaviour towards children? | | No  🞎 | Yes – please provide further information  🞎 |
| Please tick the boxes below and then sign this form. | | | |
| 🞎 | I agree that the information provided here may be processed in connection with recruitment purposes and I understand that an offer of employment may be withdrawn or dismissal may result if information is not disclosed by me and subsequently comes 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 results 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 other children. | | |
| Signature | | 🗶 | |
| Print name | |  | |
| Today’s date | |  | |

\*Amend the wording as appropriate for your jurisdiction

1. [*This form can be adapted to include individuals working with vulnerable adults*] [↑](#endnote-ref-1)
2. It is good practice for the question on gender to be optional rather than mandatory. Sometimes, software can restrict options, which will require compromising on this best practice until systems are updated. Any system or software limitations should be openly acknowledged by the organisation so that transgender people know the organisation is aware of the restrictions and is working to resolve it. [↑](#endnote-ref-2)