

Guidance Notes for completing the Self-Declaration Form

Please read these notes before completing the Self-Declaration Form

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 that you have applied for is for a childcare position. The position is therefore exempt from the **Rehabilitation of Offenders Act 1974 (Exclusions and Exceptions) (Scotland) Order 2013 and the Police Act 1997 (Criminal Records) (Scotland) Regulations 2006**. You are therefore required to disclose all convictions (spent and unspent), cautions and any relevant non-conviction information in accordance with the provisions of the **Rehabilitation of Offenders Act 1974 (Exclusions and Exceptions) (Scotland) Amendment Order 2015**. Further information can be found at www.disclosurescotland.co.uk.

Which sections of the form must I complete?

The Job Description enclosed with this form should indicate whether membership of the PVG Scheme will be required if we decide to invite you to join our organisation.

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. If you are not invited to interview, the unopened envelope will be shredded by this organisation.

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 shredded.

If you are successful you will also be required to provide proof of membership of the PVG Scheme under the terms of the *Protecting Vulnerable Groups (Scotland) Act 2007*. Scheme Record information will not be kept any longer than 30 days and will then be shredded. Cost of entry to the PVG Scheme is £59 and is payable by the Scheme member.

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 carry out regulated work with children within our organisation.

HAVING A CRIMINAL RECORD WILL NOT NECESSSARILY DEBAR YOU FROM WORKING WITH CARE AND LEARNING ALLIANCE. THIS WILL DEPEND ON THE NATURE OF THE POSITION, TOGETHER WITH THE CIRCUMSTANCES AND BACKGROUND OF YOUR OFFENCES.