

**CONFIDENTIAL**

**Self-Declaration Form – Post Arrival**

**All** applicants for paid and voluntary posts working with YWAM Scotland must return a self declaration form. If the post you have applied for is regulated work with children or protected adults then a PVG Scheme membership may also be required (if appropriate). The Self-Declaration Form is for you to tell us about any convictions, cautions and charges.

Name of applicant:

Date of Birth: \_ \_  / \_ \_  / \_ \_ \_ \_ (DD/MM/YYYY)

Name of Post Applied for:

Location /Project name of Post applied for:

**QUESTIONS**

|  |  |
| --- | --- |
| Have you ever been charged with, cautioned or convicted of any criminal offence?  If Yes, please give details in **Section 1 (1 – 4)**. | Yes ▢  No ▢ |
| Are you at present the subject of a criminal investigation or do you have a prosecution pending?  If Yes, please give details in **Section 2**. | Yes▢  No ▢ |
| Have you ever been the subject of disciplinary action by your employer because of alleged harmful conduct towards children or ‘vulnerable’ adults?  If Yes, please give details in **Section 2**. | Yes ▢  No ▢ |
| Have you been disqualified from, or refused, any post involving the care of children or vulnerable adults? In Scotland this includes being on, or considered for, the PVG Children’s List or PVG Adult’s List.  If Yes, please give details in **Section 2**. | Yes ▢  No ▢ |

**Declaration**

To help us ensure that we are complying with all legislation for protecting children and vulnerable adults, please complete the following declaration.

* I confirm that the information contained on this form is true and accurate.
* I confirm that I am *not barred* from working with children or protected adults, or under consideration for Listing, as in The Protection of Vulnerable Groups (Scot) Act 2007 or under the Protection of Freedoms Act 2012 in England and Wales.
* I undertake to notify Youth With A Mission Scotland in writing immediately of any criminal charge, caution or conviction being brought against me after my appointment.
* I have read and agree to abide by Youth With A Mission Scotland’s Child Protection Policy and Guidelines. I understand the need for complete disclosure of any police record I may have in my home country or another country.
* I confirm that I am:

(a) an EU Citizen or

(b) I have been granted leave to remain in the United Kingdom and that the voluntary work I have agreed to undertake is unpaid and is permitted in terms of my immigration status.

(Delete the option that does notapply).

Signed and print name:

Date:

Telephone Number:

**Details about convictions, cautions, charges, disciplinary action etc**

Please provide detailed information under each of these headings if they apply to you and you did not disclose them in the application process. We may also contact you by telephone if you have not provided sufficient information on this form. See the guidance notes for help. Attach a separate sheet of paper if required.

**Section 1**

1. Convictions, cautions and charges (Give the name of the conviction, caution or charge, the dates and the sentence for each).
2. Please describe the reasons and circumstances that led to the offence: what happened, when, where and who else was involved?
3. If you were charged with an offence and the Procurator Fiscal took no further action, or you received a police caution, please give details about the reasons for this.
4. If applicable how has your behaviour or life changed since your convictions, cautions or charges?

**Section 2**

Please use the space below if there is more information that you would like to provide.