

## Protection of Children, Young People and Vulnerable Adults Confidential Declaration and Personal Details Form

### PERSONAL DETAILS

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

Date of Birth \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Address \_\_\_\_\_  
\_\_\_\_\_

Parish \_\_\_\_\_

Position applied for<sup>1</sup> \_\_\_\_\_

In line with Safer Recruitment, references will need to be taken for this role and may be required as part of a risk assessment process. Please provide details of your referees below. Your referees must not be relatives / partners, close friends or current parish clergy / church officers. If in a paid role, one must be your last employer. At least one referee should be able to comment on how you interact and work with the children / young people / adults as relevant to the position for which you are applying.

#### Referee 1:

Name \_\_\_\_\_

Address \_\_\_\_\_  
\_\_\_\_\_

Tel. no \_\_\_\_\_

E-mail \_\_\_\_\_

Relationship \_\_\_\_\_

#### Referee 2:

Name \_\_\_\_\_

Address \_\_\_\_\_  
\_\_\_\_\_

Tel. no \_\_\_\_\_

E-mail \_\_\_\_\_

Relationship \_\_\_\_\_

<sup>1</sup> A copy of the role or job description relating to the position should be attached to and stored safely with the completed Confidential Declaration and Personal Details Form.

**CONFIDENTIAL DECLARATION**

This form is strictly confidential and, except under compulsion of law, will be seen only by those responsible for the appointment and, when appropriate, the Diocesan Safeguarding Advisor. All forms will be kept securely under the terms of the Data Protection Act 1998. If you answer yes to any question, please give details, on a separate sheet if necessary, giving the number of the question you are answering.

- 1a Have you ever been convicted of a criminal offence other than those convictions which are no longer subject to disclosure under the Exceptions Order 1975 (2013)?

Please tick Yes  No

Motoring offences that cannot be dealt with by a prison sentence need not be declared. Posts where the person is working or coming into regular contact with children or vulnerable adults are exempt from the 'Rehabilitation of Offenders Act 1974'. Convictions obtained abroad must be declared as well as those from the UK. For further guidance on these exceptions please refer to DBS Filtering guidance at [www.gov.uk/government/publications/dbs-filtering-guidance](http://www.gov.uk/government/publications/dbs-filtering-guidance)

- 1b Have you ever been cautioned by the police, given a reprimand or warning or bound over to keep the peace other than cautions, reprimands, warnings or bind overs which are no longer subject to disclosure under the Exceptions Order 1975 (2013)?

Please tick Yes  No

For further guidance on these exceptions please refer to DBS Filtering guidance at [www.gov.uk/government/publications/dbs-filtering-guidance](http://www.gov.uk/government/publications/dbs-filtering-guidance)

- 1c Are you at present under investigation by the police or an employer for any offence?

Please tick Yes  No

- 1d Have you ever been found by a civil matrimonial or family court to have caused significant harm to a young person under the age of 18 years?

Please tick Yes  No

Significant harm involves serious ill treatment of any kind including neglect, physical, emotional or sexual abuse, or impairment of physical or mental health development. It will also include matters such a sexual relationship with a young person or adult for whom you had pastoral responsibility.

- 1e Has any such court made an order against you on the basis of any finding or allegation that any child or young person was at risk of significant harm from you?

Please tick Yes  No

- 1f Has your name been placed on the Protection of Children Act (POCA), list 99 or the Protection of Vulnerable Adults list (POVA), barring you from work with children or vulnerable people?

Please tick Yes  No

- 2a Has your conduct ever caused or been likely to cause significant harm to a child or vulnerable adult, or put a child or vulnerable adult at risk of significant harm?

Please tick Yes  No

- 2b To your knowledge, has it ever been alleged that your conduct has resulted in any of the things listed in 2a above?

Please tick Yes  No

If yes, please give details, including the date(s) and nature of the conduct, or alleged conduct, and whether you were dismissed, disciplined, moved to other work or resigned from any paid or voluntary work as a result.

Declare any complaints or allegations made against you, however long ago, that you have significantly harmed a child, young person or vulnerable adult. Any allegation or complaint investigated by the police, Children's Services, an employer or voluntary body must be declared. Checks will be made with the relevant authorities.

- 3 Has a child in your care or for whom you have or had parental responsibility ever been removed from your care, been placed on the Child Protection register or been the subject of a care order, a supervision order or child assessment order or an emergency protection order under the Children Act 1989, or a similar order under other legislation?

Please tick Yes  No

All these matters will be checked with the relevant authorities

- 4 Have you any health problems which might affect your work with children or vulnerable adults?

Please tick Yes  No

Declare in confidence any health issues that may affect your ability to work with children or adults. This questions is primarily intended to help you if you subsequently need to withdraw from work e.g. because of a recurring health issue.

- 5 Have you, since the age of 18, ever been known by any other name than as recorded on the Personal Details Form?

Please tick Yes  No

- 6 Have you, during the past five years, had any home address other than as recorded on the Personal Details Form?

Please tick Yes  No

## DECLARATION

I declare that the above information (and that on the attached sheets) is accurate and complete to the best of my knowledge. Where the position for which I have applied requires a criminal records check for work with children, young people and adults who are vulnerable, I consent to that check being carried out and confirm that the relevant staff of Exeter Board of Finance may contact me in the case of issues or queries arising from my application.

Signed \_\_\_\_\_

Date \_\_\_\_ / \_\_\_\_ / \_\_\_\_