



Camphill Holywood Self-Declaration Form

Camphill Holywood
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Camphill Holywood is committed to safeguarding vulnerable adults/adults at risk from physical, financial, sexual and emotional harm. As part of our Safeguarding policy, we require applicants who are considered to be offered relevant posts to complete this self-disclosure form.

Camphill Holywood is exempt under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013) this means that unless stated in the Job Description, person specification or application pack you must tell us about any previous convictions that are classed as 'spent' or 'unspent'. If you are offered employment, any failure to disclose such convictions could result in dismissal or disciplinary action. Any information you give will be considered only in relation to the post for which this application form refers. Information will be verified by ACCESS NI for relevant posts.

What is an ACCESS NI Check?

Enhanced check - An enhanced check discloses an individual's full criminal record, giving:

spent and unspent convictions from the Police National Computer
cautions, informed warnings and other non-court disposals from the Police National Computer
information held by the Disclosure and Barring Service (for positions in regulated activity)
information held by the police that is relevant to the role applied for

Some old and minor convictions and non-court disposals on a criminal record may be filtered. Fixed penalty tickets or parking fines will not be included in an enhanced check.

Enhanced checks are normally required where the applicant will work or volunteer in a role providing services to or having close and regular supervision of children and / or vulnerable adults.

An individual cannot apply for an enhanced check. An application for an enhanced check must be counter-signed by an AccessNI registered organisation.

You must be 16 years or over of age to get an enhanced check. The only exception is for family members of an applicant, under 16, where the applicant is registering as a childminder or is seeking to adopt or foster a child.

DECLARATION FOR APPLICANTS

Name:

Position applied for:

I declare that I have:

- (a) No previous convictions
- (b) Previous convictions – details of which I give below
(Please delete as necessary)

If you answered that you have previous convictions in the question above, please give details below:

If clarification is required you may be asked at any stage of the applications process to discuss any convictions listed above.

All information will be treated as confidential and managed in accordance with data protection legislation and guidance. You have a right to access to information held about you under the Data Protection Act 1998.

Have you ever been known to any Adult Social Care Department or the Police as being an actual or potential risk to vulnerable adults? <i>(if you answered 'Yes', provide information below):</i>	YES / NO
Have you been the subject of any disciplinary investigation and/or sanction by any organisation due to concerns about your behaviour towards vulnerable adults? <i>(if you answered 'Yes', provide information below):</i>	YES / NO

Declaration

I declare that to the best of my knowledge the information given above is honest and accurate and understand that any misleading statements or deliberate omission may be sufficient grounds for the withdrawal of my appointment.

I understand that I will be asked to provide a Criminal Records Disclosure (Access NI) and consent to do so. I understand that the information contained in this form and in the Disclosure may be supplied to regulatory bodies and/or other persons or organisations, in circumstances where this is considered necessary to safeguard vulnerable adults.

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 vulnerable adults.

Note: if the applicant is aged under 18, this form should be counter-signed by a parent or guardian.

Signed:	Date:
<i>Please ensure your application is signed and dated.</i>	

Please return this application form addressed to 'Administrator':

By email: info@camphillhollywood.co.uk

Or by post:
Administrator
8 Shore Road
HOLYWOOD
Co. Down
BT18 9TE

Closing date for applications is FRIDAY 1 JULY 2016
Applications received after the closing date will not be considered.
CV's will not be considered.

Data Protection Act 1998

The information provided by you in support of your application will be subject to the Data Protection Act 1998. Camphill Hollywood will hold this information for the purpose of processing your application and, if you are successful in obtaining employment with us, for our staff records. All information will be treated in the strictest confidence.