



## SELF DISCLOSURE FORM

This form is supplementary to the Application Form.

### Guidance

Where you are making an application in writing, this form must be completed and sent in a separate, sealed envelope marked "Confidential – Self Disclosure Form" and returned with your completed Application Form and any other supplementary or supporting documents. When making an application online, this form should be completed and returned as a separate file, marked "Confidential – **Your name** Self Disclosure Form".

In accordance with statutory requirements certain pre-employment checks are conducted for positions that involve work with vulnerable groups, specifically children and adults at risk.

The information obtained from these checks is used to help safeguard these groups. It will not be used to discriminate unfairly against those who disclose something which we consider unrelated to working with vulnerable groups.

Having a criminal record will not automatically bar you from employment.

As the position you are applying for gives you privileged access to vulnerable groups, you are required to disclose all spent convictions and cautions under the Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975 unless it is a "protected" conviction/caution under the amendments made in 2013 to the Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975 and, therefore, not subject to disclosure. This means that you must disclose all convictions on this form, other than those which are so "protected". This may include driving offences.

Guidance on the filtering of "protected" convictions and cautions can be accessed at:

<http://hub.unlock.org.uk/wp-content/uploads/What-will-be-filtered-by-the-DBS.pdf>

Full Name:

Date of Birth:

Post Applied for:



#### Disciplinary Record

Have you been the subject of any disciplinary investigation and/or sanction by an organisation due to concerns about your behaviour towards children? YES  NO   
If yes, please give details below.

#### Criminal Record

Do you have any convictions, cautions, reprimands or final warnings that are not "protected" as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (Amended) 2013:

No:  Yes:

If you have answered yes to the question above, please set out the details on Page 4 of this form.

#### Important notes:

- Failure to disclose any disclosable criminal convictions could lead either to your application being rejected or, if you are appointed, to dismissal if it is subsequently discovered that you have had any criminal convictions.
- It is a criminal offence to apply for a position working with children if you are excluded from doing so.
- Failure to complete this form may render your application invalid.

#### Risk to Children

Have you ever been known to any children's services department or to the police as being a risk or potential risk to children? YES

NO

If yes, please give details below.

#### DECLARATION

I hereby certify that the information given above is true and accurate:

SIGNATURE :

DATE : \_\_\_\_\_



## DATA PROTECTION

City Life Church follows the regulations set out in the Data Protection Act 2018 (<http://www.legislation.gov.uk/ukpga/2018/12/contents/enacted>). We aim to take every possible measure to protect your information at all times. You can view the comprehensive City Life Church privacy policy at [www.citylife.org.uk/privacy-policy](http://www.citylife.org.uk/privacy-policy).

City Life Church collects and processes personal information and special category data in order to carry out its contractual obligations. It may be necessary at times to share personal data with third parties to carry out these obligations.

All data will be securely held for a minimum of 50 years for successful applicant, and 6 months to a year for unsuccessful applicant. Access will be limited to those who need it to carry out their roles in relation to this position.

City Life Church is subject to legal obligations to share personal data in circumstances but only where the law requires us to. City Life is also required to share such data upon receipt of a valid request for information, e.g. providing information in response to a court order.

Under the General Data Protection Regulation 2018 (GDPR) you have a number of rights with regard to your personal data. You have the right to request from us access to and rectification or erasure of your personal data, the right to restrict processing, object to processing as well as in certain circumstances the right to data portability.

You also have the right to lodge a complaint to the Information Commissioners' Office if you believe that we have not complied with the requirements of the GDPR with regard to your personal data.

SIGNATURE :

DATE : \_\_\_\_\_

Date of any Caution, final warning, reprimand, conviction or pending hearing. DD/MM/YY	Offence	Details of Police/Court involved	Sentence

Details of cautions, final warnings, reprimands, convictions or pending hearings