**Cap-a-Pie - Self Disclosure Form - Regulated Activity**

Please fill in the form below and return to [katy@cap-a-pie.co.uk](mailto:katy@cap-a-pie.co.uk).

All information you provide will be treated as confidential and managed in accordance with relevant data protection legislation and guidance. You have a legal right to access any information held about you. Your data will be used during the recruitment process to assess your suitability for the position. If you are unsuccessful your personal information will be deleted once recruitment decisions have been made.

|  |  |
| --- | --- |
| Name: |  |
| Previous name(s):  Please include date(s) each name was used (MM/YYYY) |  |
| Date of Birth: |  |

**Please provide your 5-year address history.**

|  |  |
| --- | --- |
| Current Address: |  |
| Postcode: |  |
| Date you moved there: |  |
| Previous address 1: |  |
| Postcode: |  |
| Date you moved there: |  |
| Previous address 2: |  |
| Postcode: |  |
| Date you moved there: |  |
| Previous address 3: |  |
| Postcode: |  |
| Date you moved there: |  |

(add more rows if required)

**Self disclosure form for regulated activity**

If the role you are in or have applied for involves frequent or regular contact with or responsibility for children, you will also be required to provide a valid criminal record certificate, which will provide details of criminal convictions. This may also include a barred list check depending on the nature of the role.

|  |  |  |
| --- | --- | --- |
| Have you ever been known to any Children’s Services department or Police as being a risk or potential risk to children? | Yes |  |
| No |  |
| If yes, please provide further information: | | |
|  | | |
| Have you been the subject of any investigation and/or sanction by any organisation or body due to concerns about your behaviour towards children? | Yes |  |
| No |  |
| If yes, please provide further information: | | |
|  | | |
| Have you ever been the subject of disciplinary sanctions or been asked to leave employment or voluntary activity due to inappropriate behaviour towards children? | Yes |  |
| No |  |
| If yes, please provide further information: | | |
|  | | |
| Do you have any unspent convictions in the UK or overseas? | Yes |  |
| No |  |
| If yes, please provide further information: | | |
|  | | |
| Do you have any spent adult cautions (simple or conditional) or convictions that are not ‘protected’ as defined by either:   * the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 as amended in England, Scotland and Wales * or the Rehabilitation of Offenders (Northern Ireland) Order 1978 as amended in Northern Ireland? | Yes |  |
| No |  |
|  | | |
| If yes, please provide further information: | | |
|  | | |

|  |  |
| --- | --- |
|  | I agree that the information provided here may be processed in connection with recruitment purposes and I understand that an offer of employment may be withdrawn or disciplinary action may be taken if information is not disclosed by me and subsequently come to the organisation’s attention. |
|  | In accordance with the Cap-a-Pie Engagements’ procedures if required I agree to provide a valid criminal record certificate and consent to the organisation clarifying any information provided on the disclosure with the agencies providing it. I also consent to Cap-a-Pie Engagements checking my DBS on the DBS update service during the period employment. |
|  | I agree to inform the Cap-a-Pie Engagements within 24 hours if I am subsequently investigated by any agency or organisation in relation to concerns about my behaviour towards children or young people. |
|  | I understand that the information contained on this form, the results of the criminal record check and information supplied by third parties may be supplied by Cap-a-Pie Engagements to other persons or organisations in circumstances where this is considered necessary to safeguard children. |

**Declaration**

Sign below to confirm that the information you have provided is true and that nothing has been omitted. Providing false information is an offence and could result in rejection of your application, summary dismissal if selected and possible referral to the police.

|  |  |
| --- | --- |
| Signature of candidate: |  |
| Print name: |  |
| Date: |  |