# Declaration Form

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| Confidentiality Declaration |
| Registration implies acceptance of our code of confidentiality.  In the course of your duties you may have access to confidential information about your clients. On no account must information relating to identifiable client be divulged to anyone other than the manager of the agency. You should not disclose ANY information to your family, friends or neighbours.  If you are worried by any information you have obtained and consider that you should talk about it to someone else MAKE AN APPOINTMENT TO SPEAK IN PRIVATE TO YOUR MANAGER.  Failure to observe these rules will be regarded as serious misconduct which could result in removal from the agency register.  I have read and I understand the above and I agree to abide by the contents therein.  Signed Date |
| Rehabilitation of Offenders Act |
| As a general rule, no-one need to answer questions about spent convictions. However this general rule does not apply to specified professions, employments and occupations. By virtue of the Rehabilitation of Offenders Act 1974 (Exceptions) (Amendment) Orders, the exemption rule does not apply to: any employment or other work which is concerned with the provision of health services and which is of such a kind as to enable the holder of that employment or the person engaged in that work to have access to persons in receipt of such services in the course of his normal duties, or any employment or other work which is concerned with the provision of care services to vulnerable adults and which is of such a kind as to enable the holder of that employment or the person engaged in that work to have access to vulnerable adults in receipt of such services in the course of his normal duties  One or both of the above apply to work with the Agency, and covers all occupations.  You are therefore requested to provide details of all convictions, including those which would otherwise be considered as “spent”. *All employment applications will be considered carefully, and the disclosure of a conviction does not imply that this employment application will be rejected.* Records will be checked via the Criminal Records Bureau procedures I have no convictions  I have convictions (see Note below)  Please √ as appropriate (To protect the confidentiality of this information, please detail convictions on a separate sheet of paper. Place it in a sealed envelope with your name clearly visible, and headed “Private and Confidential – Criminal Convictions” and attach this to your completed Application Form) |
| Additional Information |
| Give details of any additional information which you would like to include in support of your application. Such information, for example, may include skills and/or achievements which you think may be of interest, and/or a summary of why you believe that you have the qualities we are looking for. Please provide details of any relatives employed by the Agency and their relationship to you. |
| Criminal Records – Disclosure Certificate |
| The Criminal Records Bureau (CRB) have issued a Code of Practice regarding Disclosure Information, a copy of which is available upon request. A Disclosure Certificate (standard or enhanced) will be requested from the CRB which will detail all convictions, including those which would otherwise be “spent”, as well as details of cautions, reprimands or final warnings. You will be advised of the type of certificate being requested, and asked to give your approval to this application. The Disclosure Certificate will only be requested in the event that you are successful in your application for employment. |
| Asylum and Immigration Act 1996 |
| Under Section 8 of the Asylum and Immigration Act 1996 it is a criminal offence to employ a person aged 16 or over who is subject to immigration control unless:   * That person has current and valid permission to be in the United Kingdom and that permission does not prevent him or her from taking the job in question; or * The person comes into a category specified by the Home Secretary where such employment is allowed   Any employment offered will be subject to the successful applicant producing appropriate evidence that the Asylum and Immigration Act is not being contravened.  Are you eligible to work in the UK? Yes  No  Please √ as appropriate  Please state type of eligibility to work in the UK : |
| Personal Declaration |
| I declare that to the best of my knowledge the above information, and that submitted in any accompanying documents, is correct, and I give permission for any enquiries that need to be made to confirm such matters as qualifications. experience and dates of employment, and for the release by other people or organisations of such information as may be necessary for that purpose.  • I give permission for the processing of the personal data contained in this form for employment purposes  • I understand that any false or misleading information could result in my dismissal.  Signed Date |