

**THE SENAD GROUP
FULL STAFF DECLARATION**

This form is to be:

- Completed by all external job candidates, including previous staff returning back to work.
- Completed by those who, although employed, have not actually worked for the Company for at least one complete term (for example - casual/relief staff).
- For agency staff members working with access to children or vulnerable adults.

Full Name: _____ **Job title:** _____

Site/Location of post applied for / to be worked at: _____

Failure to disclose any relevant information on bans, investigations, convictions, cautions or bound over orders will result in your application being rejected. If you are appointed and the Company later learns of such relevant information, formal disciplinary action will be taken and you may be dismissed. If you are an agency staff member your services will no longer be used by the Company and the reasons why will be provided to the employing agency.

This post is covered by the Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975 (as amended), which excludes applicants right under the 1974 Act not to disclose certain criminal convictions.

If you answer 'Yes' to any of the questions below you are asked to provide further details at the end of this form. In the event of this, it is important to note that your application/employment/use of services will be treated on its merits. A criminal record is not necessarily a barrier to employment. Please see the Equal Opportunities and Criminal Records Bureau Policies for further information.

Once you have answered the questions please complete and sign the declaration at the end of this form, ensure you tick either Yes or No for every question:

Declaration

1. Have you ever been convicted, cautioned, or bound over for a criminal offence?
Yes No
2. Are you currently involved in any criminal proceedings being taken against you?
Yes No
3. Have you ever been banned from working with children (up to 19) or vulnerable adults?
Yes No
4. Have you ever been the subject of ANY proven or unproven investigations or complaints in relation to your work with children or vulnerable adults - whether privately, within work or in a voluntary capacity?
Yes No
5. Are you subject to a ban under either the Protection of Children Act 1999, Care Standards (Vulnerable Adults) Act 2001, Disqualification from Caring for Children Regulations 2002, Disqualification from Working with Children Regulations, or, are you serving a Disqualification Order under the Criminal Justice & Court Services Act 2000?
Yes No

