**Pre-employment Declaration Form**

**(Posts Requiring Disclosure & Barring Certificates)**

1. Do you have any unspent criminal charges or conditional cautions outstanding against you?[[1]](#footnote-0)

Yes No

1. Do you have any spent criminal cautions, convictions, bind-overs, reprimands, final warnings that are not ‘protected’ as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) order 1975 (as amended in 2020) [[2]](#footnote-1)

Yes No

1. Are you aware of any police enquiries following allegations made against you?

Yes No

1. Have you ever been convicted of an offence overseas?

Yes No

1. Have you ever been ‘barred’ from working with children and adults at risk? [[3]](#footnote-2)

Yes No

1. Have you ever been known to any Children’s services department or police as being a risk or a potential risk to children?

Yes No

1. Have you ever been the subject of any investigation and / or Sanction by any organisation or body due to concerns about your behaviour towards children or adults at risk?

Yes No

1. Have you ever been the subject of disciplinary sanctions or been asked to leave employment or voluntary activity due to concerns about your behaviour towards children or adults at risk?

Yes No

If you answered yes to any of the the above questions, please provide further details below:

|  |
| --- |

**Applicant declaration:**

I understand that if I have given false or misleading information at any time, you may either cease consideration of my application or end my contract. As far as I know the information I have given in my application and in any other document is correct. I acknowledge receipt of the pre-employment checks letter and I agree that you can make any reasonable enquiries you feel are necessary to check the information and details I have given.

Your name (please print):

Previous Surname (if applicable):

Date of Birth:

Your signature:

Date:

As an organisation using the Disclosure and Barring Service (DBS) to assess an applicant’s suitability for positions of trust, we comply fully with the DBS code of practice and undertake to treat all applicants for positions fairly.

Having a criminal record will not necessarily prevent you from working with SkyWay Charity. This will depend on the nature of the position and the circumstances and background of your offences.

1. See [DBS filtering guide - GOV.UK](https://www.gov.uk/government/publications/dbs-filtering-guidance/dbs-filtering-guide#what-police-national-computer-pnc-records-will-be-disclosed-automatically-on-a-dbs-standard-or-enhanced-certificate) for more information on disclosure rules and filtering [↑](#footnote-ref-0)
2. Many convictions will become "spent" after a set period of time - a spent conviction is a conviction which, under the terms of Rehabilitation of Offenders Act 1974, can be effectively ignored after a specified amount of time. The amount of time for rehabilitation depends on the sentence imposed, not on the offence. Certain old or minor offences may not be disclosed on DBS certificates. These are known as 'protected' offences. See: [**Guidance on the Rehabilitation of Offenders Act 1974 and The Exceptions Order 1975**](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/945449/rehabilitation-of-offenders-guidance.pdf) and [**DBS certificate**](https://www.gov.uk/government/publications/dbs-filtering-guidance/dbs-filtering-guide#what-police-national-computer-pnc-records-will-be-disclosed-automatically-on-a-dbs-standard-or-enhanced-certificate) for offences that will never be filtered from a dbs certificate. [↑](#footnote-ref-1)
3. It is an offence for a ‘barred’ person to apply for or accept any work in a position that includes Regulated Activity, if a disclosure reveals that an applicant is prohibited from seeking or working with children SkyWay will contact the Police immediately. [↑](#footnote-ref-2)