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## Guidance notes to be included with a Self-Declaration Form

*The information you give in this Self-Declaration Form will support the information we obtain from your application form, references and, where we decide to make an appointment, a Disclosure certificate. All of these sources of information will help us to make an informed decision about your application.*

### 1. Who must complete the Self-Declaration Form?

It is the policy of this organisation to ask all applicants who apply to work in “care” positions or those with access to sensitive information to complete a self-declaration form. The post, which you are applying for is also exempt from the *Rehabilitation of Offenders Act 1974* by the *Exceptions (Scotland) Order 2003*. You are therefore advised to declare all convictions including “spent” convictions.

### 2. Which sections of the form must I complete?

The Job Description enclosed with this form should indicate the level of Disclosure check, which will be requested if we decide to invite you to join our organisation.

- Where the Job Description states that the position requires a **Standard Disclosure** check you must complete parts A, B, D and E of this form.
- Where the Job Description states that the position requires an **Enhanced Disclosure** check you must complete parts A,B,C,D,and E of this form.

You must also provide identification so that the personal details you provide can be verified. You will be asked to bring these along to any future interview.

### 3. Who gets to read the Self-Declaration Form?

The Self-Declaration Form should be sealed in the white envelope provided to ensure its confidentiality. If you are not invited to interview, the envelope will remain unopened and be disposed of securely.

Should you be selected for interview the envelope will be opened. If it contains records of previous convictions or other relevant information you will be given the opportunity to discuss these at the interview.

### 4. What happens to the Self Declaration Form after a decision has been made on my application?

If you are unsuccessful the Self-Declaration form will remain with your application for a period of six months and then disposed of securely.

If you are successful, Disclosure checks will then be requested. The Self-Declaration Form and Disclosure certificate will then be retained by us until a decision has been made on your application. Usually, this information will not be kept any longer than six months.

### 5. What happens if my application is successful?

If your application is successful you will also be required to provide a **Standard or Enhanced Disclosure** under the terms of the *Police Act 1997 (Part V)*. The level of Disclosure check is given in the Job Description, which was sent to you with other forms.

### 6. What happens if I do not wish to complete a Self- Declaration Form?

In accordance with our policy and guidelines you will not be allowed to work in a “care” position or any which includes access to sensitive information within our organisation.

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