**Safeguarding & Applicant Declaration**

**Community Centre Supervisor – Safeguarding and Declaration Form**

1. **Personal details**

|  |  |
| --- | --- |
| **Full Legal Name:** |  |
| **Preferred Name** (if different)**:** |  |
| **Home Address:** |  |
| **Email Address:** |  |
| **Telephone:** |  |

1. **Criminal Records Disclosure**

This post is exempt from the Rehabilitation of Offenders Act 1974 and requires an enhanced DBS check. You must declare:

* any unspent convictions, cautions, reprimands or warnings, and
* any spent convictions or cautions that are not protected by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2020).

Have you any convictions or cautions to disclose?

☐ No        ☐ Yes – details provided in a sealed envelope marked “Confidential: HR only”

(If “Yes”, please place the envelope inside your application pack. Do not record the details here.)

1. Gaps in Employment or Education

Please list and explain any periods of four weeks or more when you were not in work, education or training during the last ten years. (Continue on a separate sheet if needed.)

From (mm/yy) \_\_\_\_\_ to \_\_\_\_\_ – Explanation: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

From (mm/yy) \_\_\_\_\_ to \_\_\_\_\_ – Explanation: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. **Declaration and Consent**

I confirm that:

1. The information in my CV, supporting statement and this form is, to the best of my knowledge, true and complete.
2. I understand that any false statement or omission may lead to the withdrawal of an offer or, if employed, dismissal.
3. I consent to the processing of my personal data for recruitment and, if appointed, employment purposes, including an enhanced DBS check and the taking up of references.

**Signature** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Date** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_