**THE LEARNING TREE PARTNERSHIP SELF DECLARATION FORM**

**GUIDANCE NOTES**

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| If sending in this self-declaration form via paper copy, we recommend you put it in a separate sealed envelope marked ‘For HR attention only’. Your completed form will only be seen by those individuals in the organisation, who have a responsibility for recruiting staff and volunteers. |
| 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 or PVG 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?**   All job applicants to The Learning Tree Partnership for posts requiring a Standard Disclosure or PVG (Protecting Vulnerable Groups) Scheme membership must complete a self-declaration form.  If a post requires a Standard Disclosure or PVG scheme membership, this means that it is exempt from usual protections of the *Rehabilitation of Offenders Act 1974* (*Exclusions and Exceptions) (Scotland) Order 2003* and so certain types of spent conviction must be disclosed, as well as all unspent ones.   1. **What types of conviction must I disclose?**   You must disclose all **unspent** convictions from the UK or abroad, as well as any **spent** conviction which appears on Disclosure Scotland’s official list of ***Offences which must always be disclosed***.  When you’re Disclosure or PVG certificate is returned it may also contain details of spent convictions on Disclosure Scotland’s list of ***Offences which are to be disclosed subject to rules.*** However, it is not necessary for you to include these on this form prior to your official certificate being issued.  This can be a confusing subject and so we recommend that you look at [www.disclosurescotland.co.uk](http://www.disclosurescotland.co.uk) for further advice. Alternatively, the HR department can provide copies of both lists mentioned above on request.   1. **Who gets to read the Self-Declaration Form?**   If submitting the self-declaration form via paper copy, it should be sealed in an envelope to ensure its confidentiality. If submitting via email, it should be sent direct to [info@thelearningtree.org.uk](mailto:info@thelearningtree.org.uk) This will ensure that only authorised members of staff involved in the recruitment process are able to see it.  Should you be successful at interview the form will be reviewed. If it contains records of previous convictions or other relevant information you will be given the opportunity to discuss these with a senior member of staff prior to a final decision being made about your application.   1. 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/PVG checks will then be requested. The Self-Declaration Form and Disclosure/PVG certificate will then be retained by us until a decision has been made on your application. Usually these forms and certificates will be destroyed after 90 days. However, part E of the declaration form will remain in your file |

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| **THE LEARNING TREE PARTNERSHIP SELF DECLARATION FORM** PRIVATE AND CONFIDENTIAL **HAVE YOU READ THE GUIDANCE NOTES ATTACHED TO THIS FORM?** | |
| Name: | Post applied for: |
| It is the policy of The Learning Tree Partnership that all applicants to posts which involve contact with or access to sensitive information regarding vulnerable adults are required to complete a self-declaration form. | |
| **Part A: previous convictions.**  **To be completed for a post that requires a PVG Membership**  **See notes on back page for details of which convictions MUST be declared** | |
| Date(s) of conviction(s): | |
| Court(s) where your conviction(s) were heard: | |
| Type of offence(s): | |
| Sentence(s) received: | |
| Please give details of the reason and circumstances that led to your offence(s): | |
| Please give details of how you completed the sentence(s) imposed, (for example did you pay your fine (s) as required; what conditions were attached to your probation/community service/supervised attendance order(s), did you comply with the requirements of your custodial sentence(s). | |
| Have any other organisations supported you to work through any of the above issues/difficulties? | |
| What have you learned from your experience? | |
| **Part B : Details of any disciplinary action relating to behaviour to children and young people, and vulnerable adults.**  **To be completed for any post which requires a Standard Disclosure check or PVG membership.** | |
| Have you been disciplined because of inappropriate behaviour towards a child, young person or vulnerable adult, which may have harmed them or put them at risk of harm? YES/NO If YES, please give details. | |
| **Part E: Declaration**  **To be completed by all applicants. It will be separated from the main form and kept on file.** | |
| I declare that I have disclosed all unspent or (where necessary) spent criminal convictions within the United Kingdom or abroad as I am obliged to do if applying for a standard disclosure or PVG membership.  I give my consent to The Learning Tree Partnership carrying out a PVG or Standard Disclosure check (if appropriate) and to requesting references for the purposes of verifying the replies given in this declaration, including enquiries of any relevant authority. I understand that PVG or Disclosure checks may be repeated at the organisation’s discretion at a later stage of my employment.  I agree to inform The Learning Tree Partnership if I am convicted of an offence after I take up any post within the organisation. I understand that failure to do so may lead to immediate suspension of my work with the organisation and/or the termination of my service.  I agree to abide by the conditions above and certify that the information contained in this form is true and correct to the best of my knowledge and I realise that false information or wilful omissions may lead to immediate suspension of my work with vulnerable adults or the termination of my employment. (Submission of this form via email implies agreement of this declaration unless an explicit statement is made to the contrary.)  **Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_  Please note that any information you give in this form will be managed according to The Learning Tree Partnership’s Data Protection policy.  If sending in this self-declaration form via paper copy, we recommend you put it in a separate sealed envelope marked ‘For HR attention only’. Your completed form will only be seen by those individuals in the organisation, who have a responsibility for recruiting staff and volunteers. | |