

**Self-disclosure form: Part 1**

*(For completion by the Cogent Skills)*

This form is designed for roles involving contact with children (under 18s), but may be adapted to include roles working with vulnerable adults.

**Private and confidential**

Name of candidate/person:		
Previous name(s):		
Address and postcode:		
Telephone/mobile no:		
Date of birth:		
Gender:	Male / Female	
Identification (tick box below):		
<input type="checkbox"/>	I confirm that I have seen identification documents relating to this person, and I confirm to the best of my ability that these are accurate.	
1.	UK passport with details of issuing office or non-UK passport with work permit/visa	
2.	UK photo-card driving licence and paper counterpart	
3.	Proof of National Insurance number or current work permit number	
4.	Proof of home address and postcode	
Signature of authorised employing officer:		
Print name:		
Date:		



**Self-disclosure form: Part 2**

*(For completion by the candidate/person named in Part 1)*

If the role you are in or have applied for involves frequent or regular contact with or responsibility for children, you will also be required to provide a valid DBS (Disclosure and Barring Service) certificate, which will provide details of criminal convictions. This may also include a barred list check depending on the nature of the role (see organisational guidance about eligibility for DBS checks).

All information you provide will be treated as confidential and managed in accordance with relevant data protection legislation and guidance. You have a right of access to information held on you under the Data Protection Act 1998.

Have you ever been known to any children’s services department or to the police as being a risk or potential risk to children?	Yes / No
If yes, please provide further information:	
Have you been the subject of any disciplinary investigation and/or sanction by any organisation due to concerns about your behaviour towards children?	Yes / No
If yes, please provide further information:	
Do you have any convictions, cautions, reprimands or final warnings that are not “protected” as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (Amended) 2013?	Yes / No
If yes, please provide further information:	

<b>Confirmation of declaration</b> (tick box below)	
<input type="checkbox"/>	I agree that the information provided here may be processed in connection with recruitment purposes and I understand that an offer of employment may be withdrawn or disciplinary action may be taken if information is not disclosed by me and subsequently come to the organisation’s attention.
<input type="checkbox"/>	In accordance with the organisation’s procedures if required I agree to provide a valid DBS certificate and consent to the organisation clarifying any information provided on the disclosure with the agencies providing it.
<input type="checkbox"/>	I agree to inform the organisation within 24 hours if I am subsequently investigated by any agency or organisation in relation to concerns about my behaviour towards children or young people.
<input type="checkbox"/>	I understand that the information contained on this form, the results of the DBS check and information supplied by third parties may be supplied by the organisation to other persons or organisations in circumstances where this is considered necessary to safeguard children.
<b>Signature of candidate:</b>	
<b>Print name:</b>	
<b>Date:</b>	

If you do not understand any of the questions that have asked within Part 2 of this form, it is important that you ask for clarification from Cogent Skills HR department before you submit this form.

