NEWCASTLE UNITED FOUNDATION

SELF DECLARATION FORM

Registered Charity Number: 1124896

SELF-DECLARATION FORM FOR APPLICANTS, EMPLOYEES AND VOLUNTEERS IN NON-REGULATED ACTIVITY

INFORMATION:

Newcastle United Foundation (the Foundation) has identified that the post you are applying for involves or may involve duties with children and/or vulnerable adults and the Foundation takes their welfare very seriously. The Foundation views that this post is a position of trust and that it may be seen by the children or vulnerable adults as having power and/or influence. The Foundation needs to ensure employees and volunteers take their role and duties seriously and have the welfare of the child or vulnerable adult central to practice.

The Foundation actively promotes safe working practices and professional boundaries including Codes of Conduct to support employees and volunteers to safeguard children and vulnerable adults. Relationships with children and vulnerable adults must be appropriate and language, behaviour and demeanour must not give rise to speculation or comment. The Foundation will expect employees and volunteers to undertake Safeguarding training to ensure an understanding of best practice in relation to children and/or vulnerable adults. This reflects the Foundation's/ Charity's attitude to safeguarding and the Foundation expects all employees and volunteers to share this commitment.

In many cases we will disregard certain information. The Foundation has an Equal Opportunities Policy and a Recruitment of Ex-Offenders Policy which are available to you on the share drive or on request.

The possession of a criminal record or together information disclosed to the Foundation will not necessarily prevent you from working with us. All information is considered on its merits and you can be assured will be dealt with sensitively and that your information will be handled confidentially and shared only on a need to know basis. The Foundation has a Secure Record Keeping and Data Storage Policy which is available to you on the central communications platform or on request.

This post will also require written references and will include a six month probationary period which allows for monitoring and assessment purposes including ensuring your suitability to work with children and/or vulnerable adults.

Please note in accordance with the requirements of the Safeguarding Vulnerable Groups Act (2006) a barred person may not be employed in certain posts. These are posts described by the Act as 'Regulated Activities'. The Foundation does consider this to be a Regulated Activity position. The Foundation would be committing an offence if we knowingly employ a barred person in Regulated Activity.

"Data Protection Legislation" means all applicable laws and regulations relating to the processing of personal data and privacy in any relevant jurisdiction including without limitation the GDPR, the Data Protection Act 2018, the Privacy and Electronic Communications Regulations, the Regulation of Investigatory Powers Act 2000, the Telecommunications (Lawful Business Practice)(Interception of Communications) Regulations 2000 (SI 2000/2699) and any order, guidelines and instructions issued by a relevant national regulator or judicial authority in England or the European Union;

"GDPR" means the General Data Protection Regulation (CEU 2016/679) and any national implementing laws, regulations and secondary or related legislation (including as transposed into domestic legislation);

We will comply with the provisions of the General Data Protection Regulation, the Data Protection Act 2018 and the Privacy and Electronic Communications Regulations.

You have the rights of access to information held on you and other rights under the Data Protection Legislation and the GDPR. Please refer to our Job Applicant Privacy Policy for further details.

What you need to do:

- Complete the form in an honest way. We will only consider relevant and significant information. If we subsequently find you have not given full information about your criminal history or disciplinary history we will regard this as a breach of trust.
- Supply a complete history. You do not need to tell us about non-indictable motoring offences but we must be informed about everything else.
- Return this form with your application form. It should be in a sealed envelope and clearly marked Self-Declaration Form along with your name & post applied for.

What the Foundation will do:

- The Foundation will open the form if you are considered for interview/short listing.
- The Foundation will store and use this information in keeping with the Data Protection Legislation, the GDPR, and our Job Applicant Privacy Policy.

PART A

Title:	
Forenames:	
Surnames:	
Any previous name/s: (if applicable)	
Address:	
Postcode:	
Contact number/s:	
Email address:	

PART B

1. Have you ever been convicted of any criminal offences (spend or unspent)?

☐ Yes ☐ No

If YES, on the following page please give details of any criminal convictions. If you are unsure of all details tell us as much as you can recall. If you need more room, please use another document.

Date	Conviction	Disposal (how the Court handled this e.g. Fine/Prison sentence)

PART B

2. Have you ever received a caution, conditional caution, reprimand or warning from the Police?

☐ Yes ☐ No

If YES, please give details below of any criminal convictions. If you are unsure of all details tell us as much as you can recall. If you need more room, please use another document.

Date	Offence (e.g. common assault)	Caution/conditional caution, warning, reprimand

PART B

3. Have you currently subject to pending criminal prosecutions or currentcriminal investigations?

☐ Yes ☐ No

If YES, please give details:

4. Are you disqualified or barred either by the Courts, the Independent Safeguarding Authority or by any other means in the United Kingdom or by any overseas equivalent from working with Children and/or Vulnerable adults?

☐ Yes ☐ No

If YES, please give details:

PART B

5. Are you a person known to any UK or overseas as being as actual or potential risk to Children or Vulnerable Adults?

☐ Yes ☐ No

If YES, please give details:

6. Have you ever been dismissed or removed from a role or post (voluntary or paid) due to your conduct towards Children or Vulnerable Adults?

☐ Yes ☐ No

If YES, please give details:

DECLARATION:

I confirm that the information I have provided is complete, correct, truthful and accurate. I have omitted no facts that could affect my employment. I understand and agree that any false or misleading information will give the Foundation the right to withdraw any offer of employment offered.

I declare that the information I have given in this application is true and accurate. I understand that providing misleading or false information may result in a withdrawal of any employment offer or, if already appointed, may result in disciplinary action being taken which may result in dismissal.

I understand that any job offer is subject to a minimum of two satisfactory references, completion of a 6 month probationary period (during which time your performance will be monitored and assessed), your right to work in UK, CRC deemed acceptable by the Foundation (where applicable) and/or any other condition stipulated by the Foundation or by law.

I confirm there is no reason why I cannot work or volunteer with Children or Vulnerable Adults.

I agree to inform the Foundation of any pending prosecutions, convictions, cautions or conditional cautions, warnings or reprimands that occur subsequently if I am offered a position with the Foundation.

I undertake to tell the Foundation of any other relevant situations that occur subsequently with Children or Vulnerable Adults if I am offered a position with the Foundation.

Print Name: (Applicant, Employee, Volunteer)	
Signed: (Applicant, Employee, Volunteer)	
Date:	

REVIEW:

The Form is reviewed when Legislation or Code of Practice changes.

NEWCASTLE UNITED FOUNDATION

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