

CATHOLIC DIOCESE OF NOTTINGHAM

CONFIDENTIAL DECLARATION

We are very aware of the potentially sensitive and confidential nature of the information contained in this document, and wish to assure you that it will be treated in the utmost confidence, and handled strictly according to our Policy on Secure Storage, Handling, use, Retention & Disposal of Disclosures and disclosure Information.

This form will be held securely and in strict confidence by the Child Protection Co-ordinator, and retained for 100 years.

It will be seen only by those entitled to do so in the course of their duties, and initially by the Counter signatory who authorises the CRB Disclosure.

Please therefore make sure that you put this form into a sealed envelope, addressed to John Creedon, and with your name and the role title printed on the front. Return the envelope to your parish child protection representative who will return the form to John.

Having a criminal record will not necessarily bar you from continuing to work within the Catholic community. This will depend on the nature of the position and the circumstances and background of your offences.

We are committed to the fair treatment of office holders, staff, potential staff, volunteers and everyone who engages in activities based within the Catholic community.

Relevant criminal convictions and other associated information will be discussed with you.

The post which you currently hold/are applying for is exempt under the Rehabilitation of Offenders Act.

You are required to disclose all criminal record information, including details and dates of 'spent' Convictions, Cautions, reprimands and final warnings.

Full Name: _____

Previous Name(s): _____

Date of Birth: _____ Parish _____

Present Address: _____

_____ Postcode _____

Tel. No. (Day) _____ (Evening) _____

Have you ever been charged with a criminal offence? YES/NO

Are you at present the subject of a criminal investigation? YES/NO

Note: The disclosure of an offence may not prevent your appointment.

Have you ever had an offer of work with children or young people, or vulnerable adults, declined or has there ever been any cause for concern regarding your conduct with children, young persons or vulnerable adults? YES/NO

Have you or a member of your family living with you, or a person not related to you but living in your home been the subject of a child protection investigation or enquiry ,or a vulnerable adult investigation either currently or in the past? YES/NO

Have you been subject to disciplinary action, a complaint or investigation or dismissed in any post or present employment? YES/NO

If 'Yes', to any of the above please put details here:

DECLARATION

I am committed to protecting and safeguarding children, young people and vulnerable adults from abuse. I understand that to knowingly give false information or to omit information will be considered as a breach of trust and could result in my dismissal at any time in the future. I understand that if I am subsequently convicted of any criminal offence, I must declare this. I declare that the information I have given on this form is correct. I also understand that, if appointed, my Confidential Declaration form will be held securely and in strict confidence by the Child protection Co-ordinator, and retained for 100 years.

Signed: _____

Date: _____

Please put this form into a sealed envelope and return to your parish child protection representative, who will send it unopened to John Creedon, Diocesan Child Protection Coordinator