

## Confidential Declaration

***This or an equivalent form must be completed by everyone wishing to work with children, young people or vulnerable adults (in voluntary or paid roles). Form A parts 1 and 2 must also be completed for each worker and held securely by the church/circuit.***

### **Declaration**

*Where this is a new appointment or role with this church appointing body:*

- **I undertake to submit an application for a Criminal Record Disclosure and ISA registration/PVG membership before commencing work.**

*In certain circumstances a fresh criminal record check may still be required even though you are ISA registered or are a member of the Scotland PVG scheme (where a full scheme certificate may be required). These circumstances are outlined in Methodist Recruiting Safely policy and procedures.*

- **I understand that the Church has a right not to employ/appoint me and it has a responsibility to ensure that I am registered with the appropriate vetting and barring scheme and trained to work with the appropriate vulnerable group.**

**Name**

**Former name**

**Signed**

**Date**

### **EITHER**

- **I am not aware of any reason why I am not able to undertake the work being asked of me.**

**Name**

**Former name**

**Signed**

**Date**

### **OR**

- **There are matters that I need to declare before any employment or voluntary appointment can be confirmed.**

These are outlined here:

Where these matters may prevent you from taking up the role please consider discussing these with your minister or the church organisation who wishes to appoint you as a matter of urgency.

**Name**

**Former name**

**Signed**

**Date**

**Rehabilitation of Offenders Act 1974 \***

Because of the nature of the work for which you are applying, this post is exempt from the provision of Section 4(2) of the Rehabilitation of Offenders Act 1974 (ROA), by virtue of the ROA 1974 (Exemptions) Order 1975 as amended by subsequent ROA (Exceptions) (Amendments) Orders, and you are therefore not entitled to withhold information about convictions or cautions which for other purposes are 'spent' under the provision of the Act. Criminal convictions should therefore always be disclosed on this form along with any other relevant information.

If you have previous convictions or cautions, you are barred from some forms of work, you have been disqualified by a regulatory body, you have reported to a Secretary of State, you have been involved in local authority care proceedings where there were findings of fact against you, or you have been found unsuitable for adoption or fostering details of these will be made available through the Disclosure process provided by the Criminal Records Bureau in England and Wales, the Independent Safeguarding Authority and Disclosure Scotland.

**Depending upon the nature of the caution or conviction this will not automatically prevent your service or employment except as follows:**

**Methodist Standing Order 010 states:**

(2) Subject to the provision of the Rehabilitation of Offenders Act 1974 (or any statutory modification or re-enactment for the time being in force and any regulations and orders made or having effect thereunder)

(i) no person who has been convicted of or has received a formal caution from the police concerning an offence mentioned in the first Schedule to the Children and Young Persons Act 1933 shall undertake work with children and young persons in the life of the Church.

A list of the offences covered is found on the Methodist website and from the Independent Safeguarding Authority (for England and Wales) or Disclosure Scotland.

***THIS FORM SHOULD BE COMPLETED AND RETURNED TO THE INDIVIDUAL OR OFFICE OF THE METHODIST CHURCH, WHICH IS RESPONSIBLE FOR THE MANAGEMENT OF THIS RECRUITMENT OR APPOINTMENT.***

***THIS FORM WILL BE RETAINED IN A SECURE CONFIDENTIAL MANNER BY THE METHODIST CHURCH.***

***THIS FORM WILL BE ACCESSED IF A CONCERN IS RAISED ABOUT SUITABILITY FOR WORK, FOR EXAMPLE AN UNCLEAR DISCLOSURE.***

*This blank form may be photocopied and is also available to download from the website: [www.methodistchurch.org.uk](http://www.methodistchurch.org.uk)*

**NB All information will be held in accordance with the Data Protection Act 1998**