**Declaration and Consent Form**

Autism NI is committed to safeguarding children, young people and adults and to ensuring equal opportunity for all applicants. Information about criminal convictions is requested to assist the selection process and will be taken into account only when the conviction is considered materially relevant to the position applied for. A criminal record will not necessarily be a bar to obtaining a position and information a disclosure may contain will not be used unfairly.

You have applied for a position that is defined a Regulated Activity under the safeguarding Vulnerable Groups (NI) Order 2007, as amended by the Protection of Freedoms Act 2012. This post is not open to anyone who is included on the Children’s or Adults’ Barred Lists.

It also falls within the position of an ‘excepted’ position under The Rehabilitation of Offenders (Exceptions) Order (NI) 1979. This means that you must tell us about all offences and convictions, including those considered ‘spent’, which are not protected. If you leave anything out it may affect your application.

This information **will** be verified through an AccessNI **Enhanced** **Disclosure Check (EDC)** if you are considered to be the preferred candidate and are being offered the position. The EDC will tell us about your criminal record history and if your name has been included on a Barred List. It is to make sure that those individuals who are considered a risk to children and young people are not appointed. It is unlawful and a criminal offence for an individual who is barred, to work with children or vulnerable adults, or apply to work or volunteer in regulated activity with those groups. AccessNI reports such offences to the police.

The information received will be treated confidentially and will be assessed alongside normal selection criteria to determine suitability for the position if you are considered to be the preferred candidate. A separate meeting will be held with you if clarification is required to discuss any issues around your disclosure before a final decision is reached. After the decision has been made the information will be destroyed. A copy of Autism NI’s policy on the handling and safe keeping of information is available on request.

Please complete the attached form and return it with your application. Please return the form with your application, separately, in an enclosed envelope. The form also asks you to give your written consent to the AccessNI Check and to agree to further enquiries being made relevant to the declaration, which will only be obtained if you are the preferred candidate.

If you do not consent we will not accept your application.

Applicants can also submit a separate statement of disclosure if they wish. This may include details such as the particular circumstances around the conviction(s); how circumstances may have changed; and what has been learnt from the experience. Applicants can contact the NIACRO for more information.

The AccessNI Code of Practice is available to view here: <https://www.nidirect.gov.uk/publications/accessni-code-practice>

The Access NI privacy notice is available to view here:

<https://www.justice-ni.gov.uk/publications/ani-privacy>

<https://www.nidirect.gov.uk/publications/sample-policy-recruitment-ex-offenders>

<https://www.nidirect.gov.uk/publications/accessni-sample-policy-statement>

**Declaration of Criminal Convictions, Cautions and Bind-Over Orders**

**In Confidence**

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| 1. **Are you included in the Children’s or Adults’ Barred List? YES/NO** (if yes please give details) |

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| 1. **Do you have any cases pending? YES/NO** (if yes please give details) |

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| 1. **Do you have any convictions, cautions, informed warnings, diversionary youth conferences or bind-over orders that are not subject to filtering (as defined by the Rehabilitation of Offenders (Exceptions) Order (NI) 1979, as amended in 2014)? YES/NO**   If yes, please provide details below giving as much information as you can, including, if possible, the offence, the approximate date of the court hearing and the court which dealt with the matter. |

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| 1. **Have you ever been the subject of any police investigation which alleged that you were a perpetrator?** **YES/NO**   If yes, please list full details below including the name of police unit or HSC Trust involved in the investigation. If possible, please provide the approximate date/s. |

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| 1. **Is there any reason why you cannot work in regulated activity? YES/NO** (if yes please give details) |

**Declaration and Consent**

I declare that the information I have given is complete and accurate. I understand that I will be asked to complete an AccessNI Disclosure Certificate Application Form if I am considered to be the preferred candidate (or selected volunteer). I consent to the appropriate AccessNI check (including barred list) being made and I agree to enquiries relevant to this declaration.

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Print name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Any surname previously known by:\_\_\_\_\_\_\_\_\_\_

Position applied for:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_