

# Self-Declaration Form

## Private and Confidential

### For roles involving contact with children (under 18 years old).

All information 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.

Additionally, we may (subject to your consent) disclose your personal information to subsidiaries, with trusted service providers and selected partners so that they can contact you with information about their products and services. But don't worry; your details won't be shared without your consent.

If you agree to your information being shared in this way, please tick this box

To see our full Privacy Policy, please go to <http://www.bhs.org.uk/privacy>

## Part One

For Completion by the Organisation	
Name:	
Address:	
Telephone:	
Date of Birth:	
Gender	Male / Female
Identification	
I can confirm that I have seen identification documents relating to this person, and I confirm to the best of my ability that these are accurate. <input type="checkbox"/>	
<b>Either</b>	
UK Passport Number and Issuing Office	
UK Driving Licence Number (Photocard)	
<b>Plus</b>	
National Insurance Card or current Work Permit Number	
<b>Signature of authorised Employing Officer:</b>	
<b>Print Name:</b>	
<b>Date:</b>	

# Self-Declaration Form

## Part Two

NOTE:

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 Barring List check depending on the nature of the role (see organisational guidance about eligibility for DBS checks).

### For Completion by the individual named in Part One

Have you ever been known to any Children's Services department or Police as being a risk or potential risk to children?	Yes / No (If Yes, please provide further information below)
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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 below)
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### Confirmation of Declaration

- |                          |                                                                                                                                                                                                                                                                                                    |
|--------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <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.                  |

Signature:

Print Name:

Date:

*BHS Safeguarding Team*

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