

Self-Declaration Form

Self-Declaration Form

As required in the Bible Baptist Church of Ballincollig's Child Care and Protection Policy and Procedures, this form must be completed by any person seeking a position/role that requires contact with children and young people.

The Church is committed to the protection of children and young people involved in our Church and have a duty to ensure the suitability of any individual who works with children and young people. **To fulfil this responsibility, we ask that you complete this form after reading the guidance notes enclosed with it.**

Note: You are advised, to declare all convictions including 'spent' convictions.

Should we wish to appoint you, we will undertake a Standard or Enhanced disclosure under the terms of the Police Act 1997 (Part V).

- **For positions that require a Standard check:** if selected you will be required to disclose all convictions (spent and unspent).
- **For positions that require an Enhanced check:** if selected you will be required to disclose all convictions (spent and unspent), cautions, warnings and any other non-conviction relevant information.

The Bible Baptist Church undertakes to treat all applicants for positions within the Church equally and to process and make decisions on disclosed information in a fair manner.

Please complete Sections 1 and 2 fully, including all relevant details regarding convictions, investigations (if applicable), social work investigations and disciplinary action.

Self-Declaration Form
SECTION 1

Part A

Previous Convictions

(if more than one conviction, copy the table below on separate sheets of paper)

Date:
Court:
Offence(s) originally charged with:
Sentence:
Please give details of the reasons and circumstances that led to you offences:
Please give details of how you completed the sentence imposed (e.g. did you pay a fine as required; what conditions were attached to a probation/community service order, did you comply with the conditions on an order; did you comply with all requirements of a custodial sentence?)

Do you give the Bible Baptist Church permission to contact social work, Garda and Court authorities to clarify the information disclosed? Answer **Yes** or **No**.

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Part B

You must complete this section if the position requires an enhanced check (please see letter accompanying this form for confirmation of whether an enhanced check is required).

Previous Garda/Police and/or Social Work Investigation

(if more than one, copy the table below on separate sheets of paper)

Have you ever been the subject of a police investigation, other than that which led to a conviction? Please answer Yes or No .
Date of Investigation:
Garda/Police Division/Force involved:
Investigation because:
Please give details of the reasons and circumstances that led to you being investigated:
Outcome of Investigation (if known)

Are you, or have you ever been, known to any social work/social services department as an actual or potential risk to children or young people? Please answer Yes or No .
If Yes , please provide details.

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Part C

Have you ever had a disciplinary sanction (from an employer, sports organisation, Church or any other voluntary body) relating to inappropriate behaviour with children or young people, or child abuse?

Please answer **Yes** or **No**

If **Yes**, please provide details.

SECTION 2

I hereby declare and represent that, except for as disclosed above, I have not at any time, whether in Ireland or abroad, been found guilty and sentenced by a Court for a criminal offence.

I give my consent to the Bible Baptist Church of Ballincollig carrying out a check with a Disclosure Agency (if deemed necessary) and to take up references for verifying the replies given in this declaration, including enquiries of any relevant authority.

I agree to advise the Bible Baptist Church should I be convicted of an offence after the commencement of my employment/voluntary activity with the Bible Baptist Church and that failure to do so may lead to the immediate suspension of my work with children at the Church, the termination of my services and, in certain cases, the termination of my membership in the Church.

I agree to abide by the Bible Baptist Church's Constitution and By-Laws, Rules, Policies and Procedures for the care and protection of children and young people.

I agree to abide by the conditions above and certify that the information contained in this form is true and correct to the best of my knowledge and I realise that false information or omissions may lead to the immediate suspension of my work with children at Church or the termination of my services.

Signature: _____ Date: _____

Note: The information contained in this form will be managed in accordance with the terms of the Data Protection Act 2003.