**Declaration and Consent Forms**

**On completion please return this form to maggie.oneill@ymca-ireland.net**

YMCA Ireland is committed to safeguarding children, young people and adults at risk 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.

You have applied for a position that is defined as 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 Barred List.

It also falls within the position of an ‘exempted’ 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.

It is to make sure that individuals who are considered a risk to children and young people are not appointed. The information received will be treated confidentially and will be assessed alongside normal selection criteria to determine suitability for the position.

Please complete the attached form and return it with your application.

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

**DECLARATION OF CRIMINAL CONVICTIONS, CAUTIONS & BIND-OVER ORDERS**

**In Confidence (Please delete as applicable)**

Are you included in the Children’s Barred List? YES NO

If yes, please give details

Do you have any cases pending? YES NO

If yes, please give details:

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 (Exemptions) Order (NI) 1979 as amended in 2014)?

YES NO

If yes, please provide details below:

**DECLARATION AND CONSENT**

I declare that the information I have given is complete and accurate.

Signature:

Print Name:

Date:

Any Surname previously known by:

Ref No:

Position applied for:

**DATA PROTECTION ACT DECLARATION -** The information on the application form will be held and processed in accordance with the requirements of the Data Protection Act 1998 and in line with YMCA Ireland’s Data Protection Policy and Procedures.

I understand that the information is being used to:

Process my application for employment;

Form the basis of a computerised record on the recruitment system for processing and monitoring purposes;

Form the basis of a manual job file with other application forms and will be used for processing;

If appointed, form the basis of a manual and computerised employment record

I declare that the information provided on this form is true and complete to the best of my knowledge and belief. I understand that any false or omitted information may result in dismissal or other disciplinary action if I am appointed.

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

Print Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_