

# **Confidential Declaration Form (for any Position with the Diocese in Europe)**

## **STRICTLY CONFIDENTIAL**

As a place of worship/organisation we undertake to meet the requirements of the Data Protection Act 1998 and all other relevant legislation. This form is strictly confidential and, except under compulsion of law, will be seen only by those with a role in authorising and making your appointment. It is only required once for each appointment.

Some positions are also eligible for safeguarding checks, which are renewable every five years from the date of issue. Any offer of appointment to such a position will be conditional upon the successful outcome of these checks.

All applicants for any position are asked to fully complete and return this form. If you answer yes to any question please give full details and continue on a separate sheet if necessary.

### **PERSONAL INFORMATION**

**Full name:** .....

**Any other name(s) used (since the age of eighteen):** .....

**Address:**

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**Email Address:** .....

**Date of birth:** ...../...../.....

**Role:** ..... **Chaplaincy (if applicable):** .....

**What is your current country of residence?** .....

**Since when have you been resident (month and year)?** .....

**List all countries in which you have been resident since the age of sixteen together with dates (month and year).**

<b>Country</b>	<b>From (mm/yyyy)</b>	<b>To (mm/yyyy)</b>
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**POLICE INVESTIGATIONS**

*Note: For positions requiring safeguarding checks any details of cautions, reprimands or warnings, convictions and other relevant police information as well as barring decisions will be revealed. Because such positions are exempt from the provision of section 4(ii) of the Rehabilitation of Offenders Act 1974 (Exemptions Orders as applicable within the UK), you are not entitled to withhold information about matters, which for other purposes are 'spent' under the provisions of the Act. You must therefore declare all relevant information. In the event of appointment, any failure to disclose such relevant information could result in the withdrawal of any offer of appointment within the church/organisation.*

**Have you ever been charged with, cautioned or convicted in relation to any criminal offence; or are you at present the subject of any criminal investigations or pending prosecution?**

**Yes**  **No**  **(tick appropriate box)**

If yes, please give details including the nature of the offences and the dates. Please give details of the court(s) where your conviction (s) were heard, the type of offence and sentence(s) received and details of the reasons and circumstances that led to the offence(s). Continue on a separate sheet if necessary.

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**Have you ever been the subject of a police investigation that didn't lead to a criminal conviction?**

**Yes**  **No**  **(tick appropriate box)**

If yes, please give details below, including the date of the investigation, the Police Force involved, details of the investigation and the reason for this, and disposal(s) if known.

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**To your knowledge have you ever had any allegation made against you, which has been reported to, and investigated by, Social Services/Social Work Department (Children's or Adult Social Care)?**

**Yes**  **No**  **(tick appropriate box)**

If yes, please provide details; we will need to discuss this with you.

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**Has there ever been any cause for concern regarding your conduct with children, young people and/ or vulnerable adults? Please include any disciplinary action taken by an employer in relation to your behaviour with adults.**

**Yes**  **No**  **(tick appropriate box)**

If yes, please provide details.

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**Have you ever been barred from working with children, young persons, or vulnerable adults by the ISA / DBS (Independent Safeguarding Authority / Disclosure and Barring Service)?**

**Yes**  **No**  **(tick appropriate box)**

If yes, please provide details.

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**REQUIRED SUPPORTING DOCUMENTS**

● **All Positions**

A certified photocopy of your Passport, Birth Certificate or Photo National Identification Card.

● **Positions requiring Safeguarding Check(s):**

If this is your first check by the Diocese in Europe, we will require a criminal record check from your current country of residence and all other countries that you have lived in for more than six months (as a total of all visits of over one month duration), confirming that you have no criminal record, (convictions, or other findings of guilt) from the relevant national police authority.

If you have had a previous check by the Diocese in Europe, you only need obtain a certificate from your current country of residence and any other countries in which you have been resident for more than six months (as a total of all visits of over one month duration), since your last check.

The link below gives guidance on how to obtain a criminal record check:

<https://www.gov.uk/government/publications/criminal-records-checks-for-overseas-applicants>

Please request that your Safeguarding Officer contact the Diocesan Safeguarding Administrator (contact details below) to initiate a UK DBS check.

**If you are unable to provide any of the required certificates / documents, please give reason(s). The accuracy of the information you give will be checked and further advice will then be sought from the Safeguarding Adviser.**

**Reason(s):** .....

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**DECLARATION**

**I (full name)** .....

Confirm that I am not barred from working with children/vulnerable adults or from engaging in regulated or controlled activity.

I will apply for any relevant safeguarding checks to the position for which I have applied, if I am appointed. I am aware that details of pending prosecutions, previous convictions, cautions, or bind overs against me will be disclosed along with any other relevant information which may be known to the police, and Barred Lists held in accordance with the Safeguarding Vulnerable Groups Act 2006.

I agree to inform the person within the place of worship/organisation responsible for safeguarding if I am convicted of an offence after I take up any post within the place of worship/organisation. I understand that failure to do so may lead to the immediate suspension of my work with children or vulnerable adults and/or the termination of my employment.

I agree to inform the person within the place of worship/organisation responsible for safeguarding if I become the subject of a police and/or a social services/(Children’s Social care or Adult Social Services)/social work department investigation. I understand that failure to do so may lead to the immediate suspension of my work with children or vulnerable adults and/or the termination of my employment.

**Signed:** .....

**Date:** .....

**PLEASE RETURN YOUR COMPLETED FORM WITH ANY REQUIRED SUPPORTING DOCUMENTS VIA YOUR CHAPLAINCY SAFEGUARDING OFFICER:**

**Natalie Jones**  
**Chaplaincy Safeguarding Officer**  
**Holy Trinity Brussels**  
[natalie.jones@holytrinity.be](mailto:natalie.jones@holytrinity.be)

**Diocesan Safeguarding Team**  
**Diocese in Europe**  
**14 Tufton Street**  
**London SW1P 3QZ**

[europe.safeguarding@churchofengland.org](mailto:europe.safeguarding@churchofengland.org)

**For administration only:**

Copy to Clergy Appointments
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Entered on Database
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