**SELF DECLARATION FORM**

**Please complete this form and return to us in a sealed envelope. It will only be opened if you are offered and accept the role.**

Candidates are required to disclose any unspent convictions or cautions and any spent convictions for offences included in Schedule A1, ‘OFFENCES WHICH MUST ALWAYS BE DISCLOSED’ of the Rehabilitation of Offenders Act (Exclusions and Exceptions) (Scotland) Amendment Order 2105.

Candidates are not required to disclose spent convictions for offences included in Schedule B1, ‘OFFENCES WHICH ARE TO BE DISCLOSED SUBJECT TO RULES’ until such time as they are included in a higher level disclosure issued by Disclosure Scotland.

In the event of employment, any failure to disclose such convictions could result in dismissal or disciplinary action by Edinburgh Women's Aid.

|  |  |
| --- | --- |
| Name |  |
| Date of birth |  |
| Place of birth |  |

Have you ever been convicted of a criminal offence, or are you at present the subject of criminal charges ?

**Yes / No** (delete as appropriate)

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| If yes, please give details |

**Note 1: You will be required to become a member of PVG Scheme before we can formally offer you a post.**

**Note 2: This is a legal requirement; this does not mean that you will not be considered for a post if you have a criminal record.**

|  |  |  |
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| Signature of applicant |  | |
| Date |  |  |