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Safeguarding Children and Young People Form Staff

You must bring this Safeguarding Form with you to your interview. This form should be completed and put into a sealed envelope with your name, address and the position applied for, on the front. The envelope will not be opened unless a conditional offer of employment is made to you. If you are unsuccessful in your application for employment, this form will be returned to you without having been opened. Please use additional paper if necessary.

You should contact UK Young Autism Project to discuss any concerns if you are worried about being treated unfairly as a result of answering any of the questions that follow.

PLEASE REMEMBER TO SIGN THE FORM ON PAGE 4

1. Surname

2. All Forenames

3. Previous Surnames

4. Date of Birth

5. Male/Female

6. Place of Birth (Town/county AND Country)

7. Present Address (with postcode)

Postcode

8. How long have you lived at you present address?

Years

Months

9. Details of professional registration number e.g. CCETSW, DfEE, (or other professional body if appropriate)

State name of awarding body

Certain positions within **UK Young Autism Project** where staff come into contact with children are Exempt from the Rehabilitation of Offenders Act 1974 & subsequent amendments (England & Wales) and the Rehabilitation of Offenders Order 1978 and all subsequent amendments (northern Ireland). For these positions you are not entitled to withhold information about convictions that would otherwise be considered “spent”.

10. Have you ever been convicted of any offences, cautions or bindovers? Yes/No

If yes, please give details

11. Are you subject to any pending prosecutions? Yes/No

If yes, please give details

12. Are you disqualified from working with children and young people, either through a court imposed disqualification order or through your inclusion on either the Department of Health or Department for Education and Skills Lists of those banned from working with children or the PECS Register? Yes/No

If yes, please give details



13. Are you subject to any pending disciplinary action, complaints or investigations in your current employment? Yes/No

If yes, please give details

14. Has a previous employer ever taken disciplinary action against you? Yes/No

If yes, please give details

15. Has a previous employer ever dismissed you? Yes/No

If yes, please give details

16. The purpose of the following question is solely to assess whether candidates pose a risk to children. If, for any reason, you answer yes to this question, it will not automatically rule you out of the selection process. You will have the opportunity of fully discussing the circumstances with us at a face to face meeting.

Have you OR any member of your family living with you OR a person not related to you but living with you in your home, been the subject of a child protection investigation or enquiry either currently or in the past? Yes/No

If yes, please give details

17. Can you confirm that the references you have given on your application form are:

i. Your current or most recent employer Yes/No

ii. A person or persons able to give a professional opinion about your work/studies etc
Yes/No

If no, please give details

In addition to this form, you are required to bring the following documents with you to the interview so that your identity, name & qualifications can be verified. Only original documents are acceptable:

1. Birth certificate OR passport
2. Proof of change(s) in surname(s) e.g. marriage certificate or divorce certificate, deed poll certificate etc. if necessary
3. Driving Licence (if applicable)
4. Original Certificates of relevant qualifications (please bring all of the following that you have obtained: GCSE or equivalent, A Levels, Degree, other)
5. Copies of Original Certificates of relevant qualifications (please bring all of the following that you have obtained: GCSE or equivalent, A Levels, Degree, other)
6. Utility bill, bank statement or similar to confirm address

The role for which you are applying qualifies for a DBS Disclosure. You are required to supply the documents as listed on the additional sheet within 3 days of receiving a conditional offer of employment.

DECLARATION

I am committed to the aims and objective of UK Young Autism Project in protecting and safeguarding children and young people from abuse. I understand that to knowingly give false information or to omit information will be considered as a breach of trust and could result in my dismissal at any time in the future. I understand that if I am subsequently convicted of any criminal offence, I must declare this to my employer. I declare that the information I have given on this form is correct.

Signed:

Date:

Please make sure that you put this form into a sealed, self-addressed envelope, with the job title printed on the front. You must hand this to the person who is interviewing you and it will only be opened if a conditional offer of employment is made to you. If you are unsuccessful in your application for employment then the form will be returned to you unopened.

DBS DISCLOSURE INFORMATION

Upon receiving a conditional offer of employment you will be required to bring the following documents, in person, to a designated member of staff with whom you will fill out a DBS Disclosure form. This will be conducted within 3 working days of being offered the position:

- A.) *One of: Passport; Driving License; Birth Certificate; or Marriage Certificate.*
- B.) *Two utility bills addressed to your name and permanent address, OR one utility bill and one bank statement addressed to your name and permanent address.*
- C.) *Clear photocopies of the documents stated in A and B.*
- D.) *Your birth certificate OR details of the Town/City AND County/District of your birth, as written on your birth certificate.*
- E.) *Full addresses of all places you have lived in the last five years.*
- F.) *Your bank account details*
- G.) *Your National Insurance Number*