



Self-Declaration Form

Post applied for:		Date:	
Surname:		Previous name(s) (if any):	
Forename(s):		Preferred Title:	Date of birth:
National Insurance Number:		BJA Membership number:	

The BJA is committed to safeguarding and promoting the welfare of children and adults at risk and we expect all staff to share this commitment. For this post, pre-employment checks will be carried out, references will be sought, and successful candidates will be subject to an enhanced DBS check and other relevant checks with statutory bodies.

The BJA comply with the Disclosure & Barring Service (DBS) code of practice. As you have been shortlisted, you are required to declare any relevant convictions, cautions, court orders, reprimands, warnings, or other matters which may affect your suitability to work with children (or adults at risk, where relevant). Some minor offences are now protected and should not be disclosed to the BJA for volunteer & employment opportunities, and the BJA cannot take these offences into account. Please read the information attached before answering the following questions. There is more information on filtering and protected offences on the DBS website.

1. Do you have any unspent cautions, convictions, bind-overs, or warnings?

☐

Yes ☐ No

If yes, please provide details here:

2. Do you have any other cautions or convictions that would not be protected?

☐

Yes ☐ No

If yes, please provide details here:

3. (Regulated activity with children only) Are you included on the DBS children's barred list?

☐

Yes

☐

No

If yes, please provide details here:

4. (Regulated activity with adults only) Are you included on the DBS adult barred list?

☐

Yes

☐

No

If yes, please provide details here:

5. Are you, or have you ever been, sanctioned by any organization and therefore been preventing from working for children?

☐

Yes

☐

No

☐

Not applicable.

If yes, please provide details here:

6. Have you lived or worked outside the UK for more than 3 months in the last 5 years?

☐

Yes

☐

No

If yes, please provide details here:

7. Have you worked or lived aboard in the past 12 months:

☐

Yes

☐

No

If yes, please provide details here:

Please complete the declaration below:

I declare that all the information I have provided in this form is full and correct at the time of application and that I have not omitted anything that could be relevant to the appointment of someone who will work with children. I understand that the recruitment panel may be made aware of any relevant information that I have disclosed in order to discuss the matter(s) with me as part of the recruitment process and that, if my application is successful, a risk assessment of the disclosed information will be held securely on my personnel file.

Signed:

Date:

Please note that, if you are unsuccessful, this disclosure form will be securely destroyed within 6 months of your application.

What will be filtered by the DBS?

Disclosing to employers - Information series

Since May 2013, standard and enhanced checks no longer disclose ALL cautions and convictions. Following a Court of Appeal ruling, the Government introduced a process of 'filtering'.

How it works

'Filtering' is similar in its concept to the rehabilitation periods under the Rehabilitation of Offenders Act 1974. However, instead of establishing what is 'spent' and so what doesn't get disclosed on a basic check, 'filtering' establishes what *doesn't* get disclosed on a standard or enhanced DBS check.

Information that is filtered will be removed from a DBS check automatically the next time you apply for one. But it doesn't get 'removed' or 'wiped' from police records. In practice, it means that if you're applying for a job or role that involves a DBS check, you are legally entitled to withhold the details of anything that would now be filtered. For a detailed guide on filtering, [search for 'filtering' on hub.unlock.org.uk](https://hub.unlock.org.uk/search-for-filtering).

What it applies to

Cautions – Multiple cautions can be filtered, so long as the offences are eligible and the relevant time period has passed for each. Each caution is dealt with separately in terms of when it's filtered.

Convictions – Only single convictions that didn't lead to a suspended or custodial sentence can be filtered, so long as the offence is eligible and the relevant time period has passed.

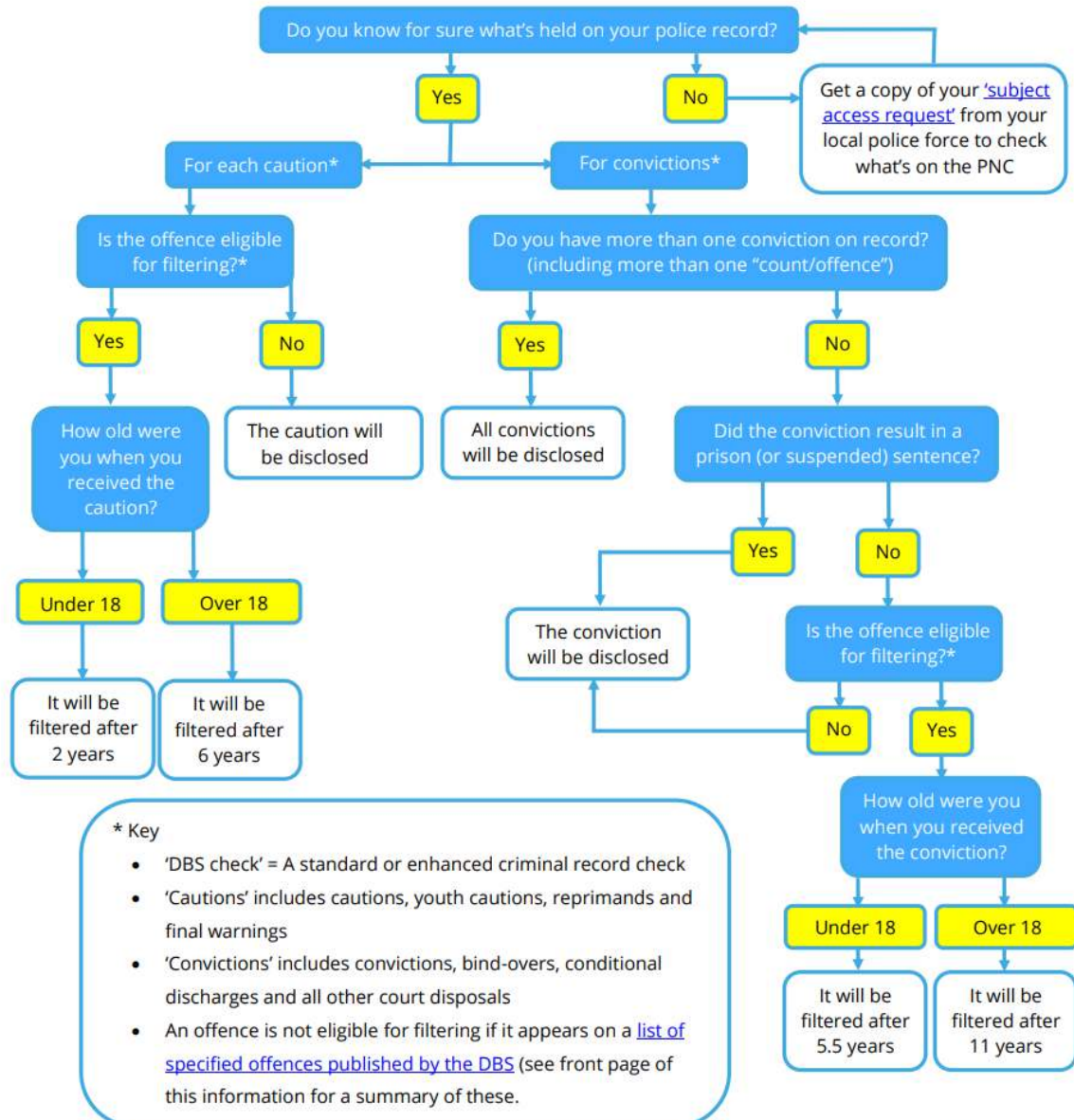
Types of offences*

Eligible for filtering	Not eligible for filtering
Common assault	Offences involving violence
Drunk and disorderly	Safeguarding offences
Many motoring offences	Sexual offences
Drugs offences only involve possession	Drugs offences that involve supply
Theft (where no violence is involved)	

Filtering periods

Age	Cautions	Conviction
Under 18	2 years	5.5 years
Over 18	6 years	11 years

DBS checks* - Filtering flowchart



For a detailed guide on filtering, [search for 'filtering' on hub.unlock.org.uk](https://hub.unlock.org.uk).