

**SG03-IP**

**Self-Disclosure (International Presbytery & Presbytery of Jerusalem) Form**

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| Please read the information on the following pages carefully, before answering the questions that follow.Every section where a response is required has a bold-bordered box. |

The Church of Scotland endeavours to ensure that its recruitment processes, in the UK and abroad, apply fairly and consistently and lead to the safe recruitment of employees and office holders.

Applicants for roles in the International Presbytery and/or Presbytery of Jerusalem (paid or voluntary) wishing to undertake regulated work with children and/or protected adults will require to carry out the following:

* This SG03-IP Self-Disclosure (International Presbytery & Presbytery of Jerusalem) Form must be completed.
* The applicant must apply for a country wide enhanced police check from their current country of residence;
* The applicant must also apply for a country-wide police check from the country they lived in from birth until they reached adulthood (defined as the age of 18). If the applicant lived in multiple countries before the age of 18, the Safeguarding Service will advise on the police checks required once the completed SG03-IP has been received
* The applicant must apply for a country-wide police check from any country where they have spent six months or more (in a single period) in the last 10 years and;

If you require guidance with any of these steps please contact the Church of Scotland Safeguarding Service at: Safeguarding@churchofscotland.org.uk

Please note that the police check(s) and the self-disclosure form are submitted to the Safeguarding Service of the Church of Scotland, 121 George Street, EH2 4YN, by the applicant for risk assessment.

The Safeguarding Service will add applicants’ details to a secure recruitment database and if there are no concerns, a clearance email will be issued.

If the initial risk assessment raises any concerns, the information may require to be risk assessed by the Safeguarding Committee Recruitment Sub-Committee. If applicable, the Safeguarding Service will advise applicants about that process.

Risk assessments may take into consideration (but will not be limited to):

* The role applied for
* The Rehabilitation of Offenders Act 1974 (as amended)
* The Rehabilitation of Offenders Act 1974 (Exclusions and Exceptions) (Scotland) Order 2013 (as amended)
* The Protection of Vulnerable Groups (Scotland) Act 2007 (as amended)
* The Police Act 1997 (as amended)
* Disclosure (Scotland) Act 2020
* Information you provide

In addition to providing the police check(s) referred to above, applicants must use this form to disclose certain convictions.

You should not tell us about any convictions which were gained before the age of 12.

Having a criminal record will not necessarily be a bar to working or volunteering with us. We will consider any information disclosed fairly and in accordance with the requirements of Rehabilitation of Offenders Act 1974.

Where information has been detailed on the self-disclosure form but may not be taken into consideration in terms of the Rehabilitation of Offenders Act 1974, we will disregard this information unless the form relates to an application for an “excepted position”.

Excepted positions are jobs, professions and other activities – including regulated work with children – listed at Schedule 4 of The Rehabilitation of Offenders Act 1974 (Exclusions and Exceptions) (Scotland) Order 2013.

If information relates to an application for a role that is an excepted position that will be considered for the purpose of safe recruitment due to our overriding legal obligations.

***Data Protection Act 2018 and GDPR***

*The information you provide on this form will be shared with the Church of Scotland Safeguarding Service for the purposes of safe recruitment within the Church.*

*The Safeguarding Service is committed to protecting privacy and safeguarding personal data. We shall use the information you have provided only for the purpose of the recruitment process for the role for which you have applied.*

*In the event that you are recruited this information will be held on your employment file or otherwise destroyed after six months.*

*The full Privacy Notice for processing of personal data for this purpose is available from the Safeguarding Service and is published on the Church of Scotland’s website at the privacy centre.*

*Should you have any questions concerning the use of the information you provide to us please contact the Safeguarding Service.*

*The privacy notice will detail what transfers occur, however please be assured that that if this form is completed by an international congregation or international Presbytery or by a congregation within the Presbytery of Jerusalem or by the Presbytery of Jerusalem, a copy of it will be transferred to the UK with appropriate safeguards in place, and in accordance with the EC and UK data protection requirements.*

***If you have printed this form and are completing it by hand, please continue your answers on a separate page if necessary (noting the relevant question number)***

**Section 1**

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| **1.1 Have you ever been charged or convicted of any offence?** | **Yes/No** |
| *If you answered Yes to this question, please describe the circumstances that led to the offence:* |

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| **1.2 Are you at present the subject of a criminal investigation or do you have a prosecution pending?**  | **Yes/No** |
| *If you answered Yes to this question, please provide details:* |

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| **1.3 Have you ever been the subject of disciplinary proceedings that have been upheld in any paid or voluntary work because of reported harmful conduct towards children or protected adults?**  | **Yes/No** |
| *If you answered Yes to this question, please provide details:* |

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| **1.4 Are you currently the subject of disciplinary proceedings in any paid or voluntary work because of reported harmful conduct towards children or protected adults?**  | **Yes/No** |
| *If you answered Yes to this question, please provide details:* |

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| **1.5 Have you been disqualified from any post working with children or protected adults? e.g. Listed or Barred by Disclosure Scotland or any similar government organisation in any country?**  | **Yes/No** |
| *If you answered Yes to this question, please provide details:* |

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| **1.6 Are you currently under consideration for Listing (barring from working with children or protected adults) by Disclosure Scotland or a similar organisation in any other country?**  | **Yes/No** |
| *If you answered Yes to this question, please provide details:* |

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| **1.7 Have you ever been de-registered or disqualified from working by any profession or regulatory body (such as social services or teaching council)?** | **Yes/No** |
| *If you answered Yes to this question, please provide details:* |

**Section 2**

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| **2.1 Do you have any unspent convictions?** | **Yes/No** |

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| ***2.1a If you have answered Yes to the above question and/or Section 1 Question 2, please provide details below. All unspent convictions must be disclosed.*** |
| **Date**  | **Court** | **Offence** | **Disposal** |
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**Section 3**

This section should be completed following the guidance below.

If you are applying for regulated work with people under the age of 18 or for work with vulnerable adults you must detail all spent convictions, if any, that you have.

Otherwise -

* You should not tell us about any convictions you received before the age of 12; and
* You should only tell us about convictions you have received in the last 15 years, or the last 7½ years if you were under 18 at the time of conviction. However, if you received a custodial sentence exceeding 48 months, irrespective of how long ago you received the conviction, you must disclose this information.

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| **3.1 Do you have any spent convictions detailed in Appendix 3 of the** [**2020 amendment order**](https://www.legislation.gov.uk/ssi/2020/45/made) **for which the extended disclosure period has not passed?** | **Yes/No** |

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| ***3.1a If you answered Yes to the above question, please provide the information below.*** |
| **Date**  | **Court** | **Offence** | **Disposal** |
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**Section 4**

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| **4.1 Please highlight or circle whichever statement(s) below applies to you (or delete those not applicable to you):** |
| I am a UK citizen |
| I am an Irish citizen |
| I am a citizen of the jurisdiction in which I am applying for work |
| I have been granted leave to remain in the jurisdiction in which I am applying for work and the voluntary or paid work I am seeking to undertake is permitted in terms of my immigration status |
| I have been granted a visa that allows me to work in the jurisdiction in which I am applying for work and the work I am seeking to undertake is permitted in terms of my immigration status. |
| Other (*please specify*) |

Please provide details below of country(ies) where you are required to provide a police check(s), including resident from/to dates (add more lines as applicable):

All Police Checks must be included with the submission of this Self Disclosure.

**Home Office guidance on obtaining criminal record checks can be found** [**HERE**](https://www.gov.uk/government/publications/criminal-records-checks-for-overseas-applicants)

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| ***4.2 Please state your town and country of birth*** |  |

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| ***4.3 Please complete the table below listing all countries you lived in before reaching the age of 18****If this does not apply to you, please write n/a in the first row* |  |

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| **Country** | **Resident from**  | **Resident until** |
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| ***4.4 Please complete the table detailing which country/ies you have lived in for a period of 6 months or more over the past ten years.*** *(Note: This includes any countries you lived in while working for the Church of Scotland)* |
| **Country** | **Resident from**  | **Resident until** |
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If you are unable to meet the requirements above, please contact the Safeguarding Service on +44 131 240 2256 or Safeguarding@churchofscotland.org.uk.

**Section 5**

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| **5.1 Safeguarding Coordinator name** |  |
| **5.2 Congregation the applicant will be working/volunteering with** |  |

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| **5.3 Position applied for***Note: If you are applying for a Ministries position, please choose from the following options: Interim Moderator, Locum-Minister, Locum-Other, Ministries Applicant-Discernment Scheme, Ministries Candidate, Minister of Word and Sacrament, Ministries Reader, Ministries Development Staff, Ordained Local Minister* |  |

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| **5.4 Applicant full name** |  |
| **5.5 Applicant date of birth** |  |
| **5.6 Applicant phone/mobile number(s)** |  |
| **5.7 Applicant address** |  |

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| **Declaration**I certify that the information contained in this form is true and complete to the best of my knowledge and belief. I understand that any false information or omission in the information I have given may lead to the immediate suspension or termination of my volunteering or employment with the organisation.I agree to contact the Safeguarding Service to let them know about any convictions that I receive in the future whilst I am in post as a paid member of staff or a volunteer doing Regulated Work in the Church.I confirm that I have read and understood this declaration.  |
| **Signature** *(a typed signature is acceptable)* |  |
| **Date** *(must be within 3 months of application being submitted to the Safeguarding Service)* |  |