### PART 2

### REFERENCES

Please give names and addresses of three persons to whom reference can be made. At least, one should be clerical and one lay and all should have detailed and up to date knowledge of your work. Please obtain their permission.

A confidential reference and **Clergy Current Status Letter** (CCSL) will also be requested from your Diocesan or Area Bishop, so **please do not list them** as one of the three referees listed below.

|  |
| --- |
| **First Reference** |
| Name  |  |
| Occupation |  |
| Capacity in which they have known you |  |
| Address |  |
| Email address |  |
| Telephone number |  |

|  |
| --- |
| **Second Reference** |
| Name  |  |
| Occupation |  |
| Capacity in which they have known you |  |
| Address |  |
| Email address |  |
| Telephone number |  |

|  |
| --- |
| **Third Reference** |
| Name  |  |
| Occupation |  |
| Capacity in which they have known you |  |
| Address |  |
| Email address |  |
| Telephone number |  |

**PROOF OF RIGHT TO WORK IN THE UK**

Under Sections 15 to 26 of the Immigration, Asylum and Nationality Act 2006 employers have a responsibility to check the entitlement to work in the United Kingdom of their prospective employees. This includes office holders who may be sponsored by the Church.

The successful applicant will be required to provide evidence such as a UK passport, full birth certificate or other appropriate documentation from the Home Office Border & Immigration Agency Lists A or B.

**Do you have the right to take up employment in the UK and are free to remain and work in the UK with no current immigration restrictions?**

(Please cross **X** )

Yes [ ]  No [ ]

**CONVICTIONS (Rehabilitation of Offenders Act 1974)**

**The amendments to the Exceptions Order 1975 (2013) provide that certain spent convictions and cautions are 'protected' and are not subject to disclosure to employers , and cannot be taken into account. Guidance and criteria on the filtering of these cautions and convictions can be found on the Disclosure and Barring Service website**

**Do you have any convictions, cautions, reprimands or final warnings that are not “protected” as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) order 1975 (as amended in 2013)**

(Please cross **X**)

Yes [ ]  No [ ]

**If YES, please state details:**

|  |
| --- |
|  |

### FURTHER APPLICATION INFORMATION

### Do you possess a current full Driving Licence?

 Yes [ ]  No [ ]

* 1. **Do you own or have access to a car?**

Yes [ ]  No [ ]

Or other vehicle (*please specify*)…………………………………

1. **Are your papers available from the Clergy Appointments Adviser?**

 Yes [ ]  No [ ]

1. **Promoting racial equality**

Are you a member or active supporter of any other political party or organization whose constitution, policies, objectives or public statements are incompatible with the teaching of the Church of England in relation to the equality of persons or groups of different races?

 Yes [ ]  No [ ]

1. **Ecclesiastical Offices (Age Limits) Measure 1975**

Appointment to an ecclesiastical office cannot be offered to anyone over the age of 70 except on affixed or limited term licence. Are you under the age of 70?

 Yes [ ]  No [ ]

The successful candidate will be required to receive an Enhanced Disclosure from the Disclosure and Barring Service.

**CONFIDENTIAL DECLARATION FORM**

**Church of England Confidential Declaration Guidance and Privacy Notice**

The Confidential Declaration must be completed by all those wishing to work with children and/or adults experiencing, or at risk of abuse or neglect. It applies to all roles, including clergy, employees, ordinands and volunteers who are to be in substantial contact with children and/or adults experiencing or at risk of abuse or neglect.

If you answer yes to any question, please give details, on a separate sheet if necessary, giving the number of the question that you are answering.

The Privacy Notice attached to this form (see page 5 onwards) explains how the information you supply in your Confidential Declaration is used and your rights with respect to that data as required by the General Data Protection Regulation 2016/679 (the “GDPR”) and the Data Protection Act 2018, (the “DPA 2018”).

If you do not complete this form, or if you do not give true, accurate and complete information in response to the questions it contains, this may amount to misconduct under the Clergy Discipline Measure 2003 and your appointment will not proceed.

1. Have you ever been convicted of or charged with a criminal offence or been bound over to keep the peace that has not been filtered in accordance with the DBS filtering rules[[1]](#footnote-2)? (Include both ‘spent’ and ‘unspent’ convictions)

[ ]  Yes [ ]  No

1. Have you ever received a caution, reprimand or warning from the police that has not been filtered in accordance with the DBS filtering rules?

[ ]  Yes [ ]  No

*Notes applicable to questions 1 and 2: Declare all convictions, cautions, warnings, and reprimands etc. that are not subject to the DBS filtering rules. Please also provide details of the circumstances and/or reasons that led to the offence(s).*

*Broadly, where your position / role involves substantial contact with children and / or adults experiencing, or at risk of abuse or neglect (i.e. where you are eligible for an enhanced criminal records check) you will be expected to declare* ***all*** *convictions and / or cautions etc., even if they are ‘spent’ provided they have not been filtered by the DBS filtering rules.*

*Convictions, cautions etc. and the equivalent obtained abroad must be declared as well as those received in the UK.*

 *If you are unsure of how to respond to any of the above please seek advice from an appropriate independent representative (e.g. your solicitor) because any failure to disclose relevant convictions, cautions etc. could result in the withdrawal of approval to work with children and / or adults experiencing, or at risk of abuse or neglect. Although it is important to note that the existence of a conviction, caution etc. will not necessarily bar you from working with vulnerable groups unless it will place such groups at risk.*

1. Are you at present (or have you ever been) under investigation by the police or an employer or the Church or other organisation for which you worked for any offence / misconduct?

[ ] Yes [ ]  No

1. Are you or have you ever been prohibited and / or barred from work with children and/or vulnerable adults?

[ ]  Yes [ ]  No

|  |
| --- |
| *Please note that you* ***only*** *need to mention if you have been placed on the DBS Barred List with regard to children and/or vulnerable adults if you will be taking up a position that involves engaging in “regulated activity” with children and/or vulnerable adults. If you are unsure whether the position involves “regulated activity” please contact the appointing organisation/person.* |

1. Has a court ever made a finding of fact in relation to you, that you have ill-treated, neglected or otherwise caused harm to a child and / or vulnerable adult, or has any court made an order against you on the basis of any finding or allegation that any child and / or vulnerable adult was at risk of ill-treatment, neglect or other significant harm from you?

[ ]  Yes [ ]  No

1. Has your conduct ever caused or been likely to cause ill-treatment, neglect or other harm to a child and /or vulnerable adult, and/or put a child or vulnerable adult at risk of ill-treatment, neglect or other harm?

[ ]  Yes [ ]  No

*Note: if you have answered ‘yes’ to any of the questions above, please give details here*

1. To your knowledge, has there ever been an allegation made against you (whether substantiated or not) that your conduct has amounted to or resulted in ill-treatment, neglect or other harm to a child and/or vulnerable adult, or putting a child or vulnerable adult at risk of ill-treatment, neglect or other harm?

[ ]  Yes [ ]  No

1. Have you ever had any allegation made against you, which has been reported/referred to, and investigated by the Police/Social Services/Social Work Department (Children or Adult’s Social Care)?

[ ]  Yes [ ]  No

If you reply yes to questions 7 and/or 8, please give details, which may include the date(s) and nature of the allegation, and whether you were dismissed, disciplined, moved to other work or resigned from any paid or voluntary work as a result.

*Note: Declare any complaints or allegations made against you, however long ago (including Domestic Abuse). Checks will be made with the relevant authorities.*

1. Has a child in your care or for whom you have or had parental responsibility ever been removed from your care, placed by you in care, subject to child protection planning, subject to a care order, a supervision order, a child assessment order or an emergency protection order under the Children Act 1989, or a similar order under any other legislation?

[ ]  Yes [ ]  No

1. Has a child in your care or for whom you have or had parental responsibility ever been in the care of the local authority, or been accommodated by the local authority?

[ ]  Yes [ ]  No

1. If you are working from home with children, is there anyone who is 16 years of age or over living or employed in your household who has ever been charged with, cautioned or convicted in relation to any criminal offence not subject to DBS filtering rules[[2]](#footnote-3); or is that person at present the subject of a criminal investigation/pending prosecution?

[ ]  Yes [ ]  No [ ]  Not Applicable

If yes, please give details including the nature of the offence(s) and the dates. Please give any further details, such as the reasons or circumstances, which led to the offence(s)

*Note applicable to Q11: You are only required to answer this if you work from home with children. The DBS define home based working as where the applicant for the DBS check carries out some or all of his or her work with children or adults from the place where the applicant lives (this will include* ***all*** *clergy). [[3]](#footnote-4)*

Please inform relevant members of your household that you have included their details on this form (if applicable) and give them a copy of the Privacy Notice.

*Note: All these matters shall be checked with the relevant authorities*

**Declaration**

I declare the above information (and that on any attached sheets) is true, accurate and complete to the best of my knowledge.

I declare that I have disclosed on a separate sheet any additional information I have which could be considered relevant to the questions in this Confidential Declaration.

After I have been appointed, I agree to inform my Bishop/Archbishop if I am charged, cautioned or convicted of any offence or if I become subject to a Police/Social Services/Social Work Department (Children or Adult’s Social Care) investigation.

Signed……………………………………. Full Name……………………………

Address…………………………………………………………………………………………..……………………………………………………………………………………………………..

Date………………………………………..

*Before an appointment can be made applicants who will have substantial contact with children and / or adults experiencing, or at risk of abuse or neglect in their roles will be required to obtain an enhanced criminal record check (with or without a barred list check (as appropriate)) from the Disclosure and Barring Service.*

*All information declared on this form will be carefully assessed to decide whether it is relevant to the post applied for and will only be used for the purpose of safeguarding children, young people and / or adults experiencing, or at risk of abuse or neglect.*

*Please note that the existence of a criminal record will not necessarily prevent a person from being appointed, it is only if the nature of any matters revealed may be considered to place a child and / or an adult experiencing, or at risk of abuse or neglect at risk.*

*\* All previous convictions, with the exception of technical motoring offences leading only to a fine, should be disclosed.*

*\*\* Significant harm involves serious ill-treatment of any kind including neglect, physical, emotional or sexual abuse, or impairment of physical or mental health development.*

*\*\*\* Please delete if not applicable.*

**DECLARATION**

I declare that, to the best of my knowledge, the information on this application is true. I understand that if the information I have supplied is false or misleading in any way, I will automatically be disqualified from the appointment or dismissed without notice.

**Signature: Date:**

*Thank you for completing Part 2 of 3 of the Application Form. Please proceed with Part 3.*

1. [↑](#footnote-ref-2)
2. <https://www.gov.uk/government/collections/dbs-filtering-guidance> [↑](#footnote-ref-3)
3. https://www.gov.uk/government/publications/dbs-home-based-positions-guide/home-based-position-definition-and-guidance [↑](#footnote-ref-4)