# Citizens Advice Bureau West Lothian

Self-Declaration Form for an Applicant working with Adults at Risk or Children therefore requiring a PVG Scheme Disclosure

Private & Confidential

The post that you have applied for is exempt from the Rehabilitation of Offenders Act 1974 by the Exclusions and Exceptions Scotland Order 2003 and the Protection of Vulnerable Groups Act 2010 applies. You are therefore required to disclose all convictions (spent and unspent), cautions, and any relevant non-conviction information.

Please give details regarding any convictions and cautions under the heading in **Section 1.**

Please give details of any relevant non-conviction information in **Section 2.**

If you have **no** convictions, cautions, or relevant non-conviction information please go to **Section 3** and sign the declaration form.

Should you be appointed for the position applied for you will also be required to provide a Protection of Vulnerable Group (PVG) Scheme Disclosure under the terms of the Protection of Vulnerable Groups Act 2010.

**Section 1**

1. Please give the date and details of the conviction(s) that you were charged with, the sentence that you received and the court where your conviction(s) was heard.
2. Please give details of the reasons and circumstances that lead to your offence(s)
3. Please give details of how you completed the sentence imposed, (for example did you pay your fine as required, what conditions were attached to your probation/community service/supervised attendance order, did you comply with the requirements of your order/custodial sentence etc.
4. Has any other organisation(s) supported you to work through any of the above issues?
5. What have you learned from the experience?

**Section 2 :** Non-conviction relevant information:

**Section 3 : Declaration**

I certify that all information contained in this form is true and correct to the best of my

knowledge and realise that false information or omissions may lead to dismissal.

Signature:

Date:

*NOTE: The information given in this form will be treated in the strictest confidence. Pleas seal this form in the addressed envelope provided and return prior to your interview.*