**YMCA Lurgan Declaration of Criminal Convictions**

| **APPLICATION FOR THE POST OF:** | Youth Work Manager |
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| **APPLICANT REF. NO:** |  |

When completed, this form along with your application form and Equal Opportunities Monitoring form should be emailed to:

Elizabeth at [elizabeth@ymcalurgan.org](mailto:elizabeth@ymcalurgan.org)

**To arrive no later than: Tuesday 15th October 2024 at 5pm**

| **DECLARATION OF CONVICTIONS** |
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| YMCA Lurgan is committed to safeguarding children, young people and adults at risk and to ensuring equal opportunity for all applicants. Information about criminal convictions is requested to assist the selection process and will be taken into account only when the conviction is considered materially relevant to the position applied for. If required appropriate Access NI Vetting checks will be carried out in accordance with the role.  The nature of the post you are applying for may bring you into contact with children and young people as service users of the YMCA and as such we may require the successful applicant to complete the appropriate Access NI criminal disclosure check prior to taking up the position.  Therefore you are required to disclose information about all criminal convictions. Declaration of a conviction will not necessarily mean disqualification of appointment and YMCA Lurgan has a policy on the Recruitment of Ex Offenders which is available on request. The information received will be treated confidentially and will be assessed alongside normal selection criteria to determine suitability for the position.  Please complete the attached form and return it with your application. The form also asks you to give your written consent to the AccessNI Check if it is required and to agree to further enquiries being made relevant to the declaration, which will only be obtained if you are the preferred candidate.  If you do not consent we will not accept your application. |

| **DECLARATION OF CRIMINAL CONVICTIONS, CAUTIONS & BIND-OVER ORDERS**  **In Confidence (Please delete as applicable)** |
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| 1. Are you included in the Children’s Barred List? YES NO   If yes, please give details: |
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| 1. Do you have any cases pending? YES NO   If yes, please give details: |
| 1. Do you have any convictions, cautions, informed warnings, diversionary youth conferences or bind-over orders that are not subject to filtering (as defined by the Rehabilitation of Offenders (Exemptions) Order (NI) 1979 as amended in 2014)?   YES NO  If yes, please provide details below: |
| 4. Have you ever been the subject of a Child Abuse investigation that alleged that you were the perpetrator?  YES NO  If yes, please provide details below: |
| 5. Do you have the right to legally work in the UK?  YES NO |

| **DECLARATION AND CONSENT**  The information on the application form will be held and processed in accordance with the requirements of the Data Protection Act 1998 and in line with YMCA Lurgan’s Data Protection Policy and Procedures. I understand that the information is being used to Process my application for employment; Form the basis of a computerised record on the recruitment system for processing and monitoring purposes; Form the basis of a manual job file with other application forms and will be used for processing; If appointed, form the basis of a manual and computerised employment record.  I declare that the information I have given is complete and accurate. I understand that I will be asked to complete an AccessNI Disclosure Certificate Application Form if I am considered to be the preferred candidate. I consent to the appropriate AccessNI check being made if required, and I agree to enquiries relevant to this declaration. |
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| Signature: Date: |
| Print Name |
| Any Surname previously known by: |
| Position applied for: |

**Please email to** [**elizabeth@ymcalurgan.org**](mailto:elizabeth@ymcalurgan.org)  **To arrive by: Tues 15th Oct at 5pm**