

# Tweeddale Youth Action

## Self Declaration Form – Regulated Work Position - Private & Confidential

Should you be appointed for the position applied for you will be required to join the Protecting Vulnerable Groups (PVG) Scheme or provide us with access to your PVG Scheme Record/Updates if you are already a member of the scheme.

Prior to making an application to the PVG Scheme, we would like to you disclose:

- Any unspent convictions
- Any spent convictions contained in the list of offences that must always be disclosed

You can find out more about which convictions need to be disclosed here:  
<http://www.disclosurescotland.co.uk/news/UKSCFAQs.htm>

If you are already PVG Scheme Member, please tick the box.

### Section 1 – Convictions and cautions

- 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.
- Please give details of the reasons and circumstances that lead to your offence(s)
- 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.

**Section 2 :** Please details any **non-conviction information** that you think is relevant:

**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:** \_\_\_\_\_

**Print Name:** \_\_\_\_\_ **GROUP NAME:** \_\_\_\_\_

**NOTE:** The information given in this form will be treated in the strictest confidence. Please seal this form in the addressed envelope provided and return to David Hodson, Old Corn Exchange, Newby court, School Bare, Peebles EH45 8AL

**Office Use Only:**

Blank Applic. sent to group: \_\_\_\_\_

Applic. recvd & sent to DS: \_\_\_\_\_

Certificate recvd: \_\_\_\_\_