

**THE SCOTTISH SOCIETY FOR AUTISM  
CRIMINAL RECORD DECLARATION FORM (CRDF)  
PRIVATE AND CONFIDENTIAL  
To be completed for a Basic, Standard or Enhanced Disclosure.**

Due to the nature of the work and the services we provide, in that we are responsible for working with children and adults with autism the Society requires all employees to complete a Criminal Record Declaration Form (CRDF).

Most posts within the society are exempt from the Rehabilitation of Offenders Act 1974 by the Exclusions and Exceptions (Scotland) Act 2003 which enables the Society to ask for all current and previous criminal convictions.

Should you be selected for interview you will be required to disclose all convictions (spent and unspent), cautions, warnings and reprimands if you require a Standard or Enhanced Disclosure.

If the post you apply for only requires a basic disclosure then you will be asked to declare any current convictions (unspent).

**All applicants should complete and sign this form as failure to do so could prevent further consideration of your application. Please see Job Description for level of Disclosure.**

**Part A - TO BE COMPLETED BY ALL APPLICANTS**

**Part A: Basic Disclosure - Current Convictions (unspent) only  
Standard or Enhanced - Current and Previous convictions (unspent & spent)**

Date(s) of conviction(s):
Court(s) where your conviction(s) were heard:
Type of offence(s):
Sentence(s) received:
Please give details of the reasons and circumstances that led to your offence(s):

Cont/d over

Please give details of how you completed the sentence(s) imposed, (for example did you pay your fine(s) as required; what conditions were attached to your probation/community service/supervised attendance order(s), did you comply with the requirements of your custodial sentence(s).

Have any other organisations supported you to work through any of the above issues/difficulties?

What have you learned from your experience?

**Part B - TO BE COMPLETED BY APPLICANTS WHO REQUIRE A STANDARD OR ENHANCED DISCLOSURE CHECK**

**Part B – Details of any current or spent disciplinary action relating to behaviour to children or vulnerable adults.**

Have you ever been subject to an investigation or disciplined relating to the safety and welfare of children or vulnerable adults? **YES/NO**

If YES, please provide details.

Cont/d over

**Part C – ONLY TO BE COMPLETED BY APPLICANTS WHO REQUIRE AN ENHANCED DISCLOSURE CHECK. PLEASE REFER TO APPLICATION COVER LETTER.**

**Part C: Police Investigations - this should include relevant police non-conviction information including cautions, speeding or other traffic offences but not parking offences.**

Date of investigation(s):
Police Division(s) involved:
Details of investigation(s):
Please give details of the reasons and circumstances that led to your investigation(s):
Disposal(s) if known:

Are you, or have you ever been, known to any Social Work Department/Social Services Department as an actual or potential risk to children or vulnerable adults? **YES/NO**

If YES, please provide details

**Part D - ONLY TO BE COMPLETED BY APPLICANTS WHO REQUIRE AN ENHANCED DISCLOSURE. PLEASE REFER TO APPLICATION COVER LETTER.**

**Part D: Protection of Children (Scotland) Act 2003 Self Declaration.**

**Before answering the question below, please read the following notes**

Section 11 of the *Protection of Children (Scotland) Act 2003* creates a new offence which an individual who is disqualified from working with children will commit if they apply for, offer to do, accept or do any work in a child care position. An organisation will also be guilty of an offence if they knowingly employ (paid or unpaid) a disqualified person in a child care position.

Section 17 of the *Protection of Children (Scotland) Act 2003* defines “disqualified from working with children”. It extends to Scotland disqualifications which previously applied in England and Wales only. A person is disqualified from working with children if they are:

- Included (otherwise than provisionally) in the Disqualified from Working with Children List established under section 1(1) of the *Protection of Children (Scotland) Act 2003*;
- Included (otherwise than provisionally) in the List kept under section 1 of the *Protection of Children Act 1999*;
- On List 99 and subject to direction under subsection (1)(a) of section 142 (prohibition from teaching etc.) of the *Education Act 2002* given on the grounds mentioned in subsection (4)(b) of that section, not to carry on work to which that section applies;
- Subject to a Disqualification Order within the meaning of the *Criminal Justice and Court Services Act 2000*.

To help us ensure we are complying with the new child protection laws, please complete the following declaration.

I \_\_\_\_\_ [full name in block capitals]

Of [address] \_\_\_\_\_

confirm that I am not subject to any of the disqualifications set out in section 17 of the *Protection of Children (Scotland) Act 2003*

**Signed:** \_\_\_\_\_ **Date:** \_\_\_\_\_

## Part E - TO BE COMPLETED BY ALL APPLICANTS

### Part E: Declaration

I confirm that all information in this form is true and correct to the best of my knowledge and realise that false information or omissions may lead to summary dismissal or have an offer of employment withdrawn. I understand that failure to complete this section may prevent further consideration of my application.

I give my consent to The Scottish Society for Autism carrying out a Disclosure check and to requesting references for the purposes of verifying the replies given in this declaration, including enquiries of any relevant authority.

I agree to inform The Scottish Society for Autism if I am convicted of an offence after I take up any post within the organisation or I am subject to any motoring offences, excluding parking offences. I understand that failure to do so may lead to disciplinary action being taken against me and/or immediate suspension of my work with children (where appropriate) with the organisation and/or the termination of my services.

I understand that should I be appointed my Criminal Record Declaration Form will be held securely in a Private & Confidential File within my personnel record and that I give my consent to The Scottish Society for Autism carrying out a Disclosure check and to requesting references for the purposes of verifying the replies given in this declaration, including enquiries of any relevant authority.

**Signed:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Please return the completed Criminal Record Declaration Form (CRDF) with your application form. Any disclosed information will only be used by individuals in the organisation who have a responsibility for recruiting staff if you are successful in the short listing process.**

#### For Office Use only:

Level of Criminal Record Certificate Accessed: .....

Unique Reference Number: .....

Issue Date of Criminal Record Certificate: .....