

University of Hull Suitability for Community and Youth Self-Declaration form

Name :

(please print your **full name** here)

Please read this form carefully and complete all sections. When you have completed this form, please sign and date it and bring it with you when you attend for interview in the enclosed envelope marked 'Confidential'.

1. Introduction

Upon enrolling for the Programme of Study we require you to undertake:

a) enhanced checks by the Criminal Records Bureau (CRB) and its successors;

and

b) a health check, usually by means of a self-declaration, but with an additional statement from a GP or consultant where necessary.

In addition to these statutory requirements, universities may seek other relevant information to help them make a well-informed judgement about an applicant's suitability to enter Community and Youth training.

This programme wishes to preserve entry to a wide range of people from diverse backgrounds and does not wish to automatically exclude students who have a criminal or disciplinary record, or have previously experienced poor health, or have been in contact with statutory agencies. We recognise that in many instances, there is no simple criterion of suitability and thus, each case will be assessed individually. You will be informed if your declaration is thought to require further consideration, and in the event that this results in your offer being withdrawn, you will be informed of the general reason (subject to any restrictions on passing on confidential information contained within the Data Protection Act 1998).

Please read and complete the following sections carefully. The information that you provide will be treated as confidential within the organisational boundaries of the programme of study but may be shared with other relevant bodies, for the purpose of deciding suitability for registration *only* if you are offered a place. **No self-declaration form will be opened prior to interview and your declaration will NOT form a part of your interview.** All information will be stored in compliance with the Data Protection Act 1998, which also provides the statutory right of access to your own personal information. Please note, if you refuse to provide additional relevant information or otherwise assist in this process, the offer of a place on the programme may be withdrawn. Failure to disclose relevant information which is subsequently discovered could lead to a suitability investigation and your exclusion from training. *Please read the sections 2 to 5 below and complete the questions. Please tick yes or no for each question*

2. Criminal convictions and legal records

Community and Youth is exempted from certain provisions of the Rehabilitation of Offenders Act 1974, and information about **all previous convictions (including those considered 'spent')** must be provided. A conviction does not automatically debar a student and the programme will seek further information about the circumstances to make an informed and considered judgement about a candidate's suitability in such instances. You can make further representations in writing and you may be invited to discuss your application directly with the Programme Leader.

Please note: With the exception of fixed penalty notices for speeding, all motoring offences should be declared

Decision	Description	Yes	No
Conviction	Each finding of guilt for every offence considered by a criminal court for each convicted person. A finding of guilt would include a plea of guilty.		
Caution	Administered by the police where the offender admits their guilt to a charge at a relatively low level of seriousness.		
Reprimand or final warning	Equivalent to a caution for offenders under the age of 18.		
Bound over	Administered by the courts where the offender is obliged to keep the peace or be of good behaviour, usually for a specific period of time.		
ASBO	Anti-Social Behaviour Order (made by either the county court or magistrates' courts).		
Prosecutions pending	If you have been informed that you will be prosecuted for an offence or offences but the proceedings have not been completed.		

If you answered 'yes' to any of the above questions, please fill in the following.

Please note: With the exception of fixed penalty notices for speeding, all motoring offences should be declared.

List your convictions, cautions, final warnings, bind overs, ASBOs or prosecutions pending	Date of the charge, conviction or order	Penalty	Name of the court or police station and country

It would assist our decision-making if you could provide detailed information regarding the above on a separate sheet of paper – please securely attach this to the form.

3. Disciplinary record, unprofessional conduct, and notifiable listings

Members of the public who receive services are entitled to expect the highest standards of reliability and integrity from Community and Youth workers and it is important that the qualifying award is held only by those whose personal and professional conduct merits this trust. The Community and Youth programme require that you make a declaration in this regard.

Please answer the following questions carefully. If you answer 'YES' to any of the questions, you may be contacted by the Programme Director who will seek further information about your circumstances and may make other relevant inquiries to colleges and former employers to enable an informed decision to be made about your application. At this stage, you can make further representations in writing and you may be invited to discuss your application directly with the Programme Director.

	YES	NO
Are you currently the subject of any disciplinary investigation?		
Have you ever had a disciplinary finding against you?		
Have you ever had your employment terminated for unprofessional behaviour or misconduct?		
Have you ever left an organisation before the outcome of a disciplinary investigation was known?		
Have you ever been suspended or disqualified from any professional training programme?		
Have you ever been suspended or deregistered for professional misconduct by any other professional register?		
Have you previously enrolled upon a Community and Youth training programme?		

Suitability for Community and Youth
Self-Declaration form 2011-2012

If you have answered 'yes' to any of these questions, please give full details (outcome, date, employer, course, college, reason for non-completion, etc., please continue on a separate sheet if necessary and attach securely to this form)

Have you ever been or are you currently subject to one of the orders stated below? Please tick 'yes' or 'no' for each order listed.

	Yes	No
Protection of Vulnerable Adults (POVA) list		
Protection of Children Act (POCA) list		
Section 142 of the Education Act (2000) (formerly list 99)		
Sex Offenders Register		
Risk of Sexual Harm Order (RSHO)		

	Yes	No
Has any child been removed, temporarily or permanently, from your care as a result of child protection proceedings?		

If you have answered 'yes' to any of the above questions, please provide full supporting details on a separate sheet of paper and attach securely to this form.

4. Personal health and circumstances

Community and Youth work is an enjoyable but and sometimes stressful occupation and successful completion of the programme requires full participation at university and upon practice learning placements. Furthermore, the practice of work is often undertaken with people who are vulnerable, at risk, or whose capacity to manage their own affairs is temporarily or permanently impaired. Accordingly, the programme seeks to ensure that all students are capable of enduring the stresses and strains of training and do not present any threat to the safety of service users, or to themselves. **Please note that you are not required to make a declaration about health problems that do not impinge upon your capacity to study or practice, or that in the normal course of your Community and Youth duties, would not present a risk to others.** Please also note that in the event of health problems arising during the course, the programme will, within its rules and regulations, respond sympathetically and try to ensure that a student is able to complete in due course. However, some conditions can arise that may make it difficult or impossible for you to complete the course and can also place clients at risk.

Suitability for Community and Youth
Self-Declaration form 2011-2012

Declaration of health conditions does not necessarily debar you from entry to the course but we need to make an informed judgement about what risks, if any, they may pose for you and for other people. This information may also have a bearing upon the range of practice placements available to you. If you answer 'YES' to any of the questions, you *may* be contacted by the Programme Director who will seek further information about your circumstances, and may make other inquiries to enable an informed decision to be made about your application. At this stage, you can make further representations in writing, and you may be invited to discuss your application directly with the Programme Director. In the case of medical conditions, with your consent, further information may be sought from your doctor, or a medical consultant. We may also seek advice from our own medical and occupational health officers.

	YES	NO
Do you have a physical or mental impairment or long-term health condition that in the normal course of your Community and Youth training, including being out on placement, might in your judgment present a direct risk to other people, or affect your judgement or performance in a way that poses a risk to others?		
Do you have serious mental ill health problems and/or have you been the subject of an order under the Mental Health Act (or its equivalent outside England and Wales)?		
Do you have any history of substance dependence?		

If you have answered 'yes' to any of these questions, please give full details (please continue on a separate sheet if necessary)

5. Disability

Disability need not be a barrier to training and qualification and in accordance with the provisions of the Disability Discrimination Act (2005) the university will make 'reasonable adjustments' to meet your personal requirements. **Please note that for the purposes of this declaration you do not need to make any statement about your disability. However, the department would encourage you to disclose any disability from the outset as this can mean we can respond to your needs earlier than later.** If you do wish to discuss what adjustments might be required, you may do this informally prior to interview, or may wait until after the results of your interview have been communicated to you. Once you have been offered a place we will contact you to discuss your requirements, and will formally record what adjustments and arrangements will be made. The needs of students with disabilities will be prioritised in the allocation of practice learning placements.

6. Your declaration

I understand that the information that I have provided will be checked against my Enhanced Criminal Records Bureau or successor bodies disclosures and that my signature affirms that this is full and accurate declaration.

I understand that if I refuse to provide additional relevant information or otherwise assist in this suitability process that any provisional offer of a place on the programme may be withdrawn.

I also understand that failure to disclose relevant information is regarded as a serious matter and that if it is discovered after I have been accepted upon the programme, it could result in a suitability investigation which may lead to exclusion from training.

I give my agreement for the programme to obtain a health report from my GP, consultant, or other relevant person, if necessary.

I agree that the information that I give may be used to assess my suitability for Community and Youth training and that, subject to the principles outlined in the Data Protection Act (1988) and the provisions of the Care Standards Act (2000) it may be shared with the statutory bodies and other relevant bodies.

Signature _____

Date _____

Please bring this completed form to your interview in the enclosed envelope marked 'Confidential'. If you wish, please make a copy of this form for your own records before returning it to us.