

If you have answered "yes" to any of the questions above, please use this space to provide details. Please indicate clearly the number(s) of the question that you are answering:

DECLARATION FORM - STANDARD DISCLOSURE
CONFIDENTIAL

Before you can be considered for appointment in a position of trust with the Great Western Hospitals NHS Foundation Trust we need to be satisfied about your character and suitability and that you are a fit and proper person.

Please read the following notes carefully before completing this Declaration Form. If you require further information, please contact the Deputy Company Secretary. All enquiries will be treated in confidence.

The Great Western Hospitals NHS Foundation Trust aims to promote equality of opportunity and is committed to treating all applicants for positions fairly and on merit regardless of race, gender, marital status, religion, disability, sexual orientation and age. We undertake not to discriminate unfairly against applicants on the basis of criminal conviction or other information declared.

Prior to making a final decision concerning your application we shall discuss with you any information declared by you that we believe has a bearing on your suitability for the position. If we do not raise this information with you, this is because we do not believe that it should be taken into account. In that event, you remain free to discuss any of that information or any other matter that you wish to raise. As part of assessing your application, we will only take into account relevant criminal record and other information declared.

The Data protection legislation which includes the General Data Protection Regulation (GDPR) and the Data Protection Act (DPA) 2018 requires us to advise you that we will be processing your personal data and, generally, to obtain your consent before processing personal data about you. Processing includes: holding, obtaining, recording, using, sharing and deleting information. The Data Protection Act 2018/GDPR defines 'sensitive personal data' as racial or ethnic origin, political opinions, religious or philosophical beliefs, or trade union membership, genetic data, biometric data, data concerning health or data concerning a natural person's sex life or sexual orientation.

The information that you provide in this declaration form will be processed in accordance with the General Data Protection Regulation (GDPR) and the Data Protection Act (DPA) 2018, and may also be used for the purpose of determining your application for this position and for the purpose of enquires in relation to the prevention and detection of fraud. Once a decision has been made concerning your appointment, if successful the declaration will be retained on your personal file; if unsuccessful, the declaration will be destroyed after 6months. This declaration will be kept securely and in confidence, and access to it will be restricted to designated persons within the Trust who are authorised to view it as a necessary part of their work and other persons who need to see it as part of the selection process and who are authorised to do so.

Please ensure that you read the "Guidance Notes for Applicants" that accompanied your application form carefully before completing this Declaration Form. They provide you with further and more detailed information concerning how your application will be processed, they also include details of purposes for which information about you will be processed, the persons to whom it will be disclosed and the checks that will be done to verify the information provided.

Please will you answer all of the following questions. If you answer "Yes" to any of the questions, please provide full details in the space indicated. Please also use the space below to provide any other information that may have a bearing on your suitability for the position for which you are applying. You may continue on a separate sheet if necessary, and you may attach supplementary comments should you wish to do so.

DECLARATION

I have read the guidance notes on the declaration form, and I consent to the information provided in this Declaration Form being used by the Great Western Hospitals NHS Foundation Trust for the purpose of assessing my application and for enquiries in relation to the prevention and detection of fraud.

I confirm that the information that I have provided in this Declaration Form is correct and complete. I understand and accept that if I knowingly withhold information or provide false or misleading information this may result in my application being rejected, or if I am appointed, in my dismissal, and I may be liable to prosecution.

Please sign and date this form.

SIGNATURE

NAME (in block capitals)

DATE

Note: if you wish to withdraw your consent at any time after completing this declaration form, please contact the Deputy Company Secretary (at caroline.coles3@nhs.net)

The position for which you have applied is exempted from the Rehabilitation of Offenders Act 1974. This means that you must declare all criminal convictions, including those that would otherwise be considered "spent".

[With the exception of question 7*] answering 'Yes' to any of the questions below will not necessarily bar you from appointment. This will depend on the nature of the position for which you are applying and the particular circumstances.

1. Are you currently bound over or have you ever been convicted of any offence by a Court or Court-Martial in the United Kingdom or in any other country?

Note: You do not need to tell us about parking offences.

NO

YES

If **YES**, please include details of the order binding you over and/or the nature of the offence, the penalty, sentence or order of the Court, and the date and place of the Court hearing.

2. Have you ever received a police caution, reprimand or final warning?

NO

YES

If **YES**, please include details of the caution, reprimand or final warning, including the date and reason administered.

3. Have you been charged with any offence in the United Kingdom or in any other country that has not yet been disposed of?

Please note: you must inform us immediately if you are charged with any offence in the United Kingdom or in any other country after you complete this form and before taking up any position offered to you. You do not need to tell us if you are charged with a parking offence.

NO

YES

If **YES**, please include details of the nature of the offence with which you are charged, date on which you were charged, and details of any on-going proceedings by a prosecuting body.

4. Are you aware of any current NHS Counter Fraud and Security Management Service investigation following allegations made against you?

NO

YES

If **YES**, please include details of the nature of the allegations made against you, and if known to you, any action to be taken against you by the NHS CFSMS.

5. Have you ever been investigated by the Police, CFSMS or any other Investigatory Body resulting in a caution, conviction or dismissal from your employment? (Investigatory bodies include Local Authorities, Customs and Excise, Immigration, Passport Agency, Inland Revenue, Department of Trade and Industry, Department of Work and Pensions, Security Agencies, Financial Service Authority, Banks and Building Societies, General, Life Insurance Companies – this list is not exhaustive, and you must declare any investigation conducted by an Investigatory Body).

NO

YES

If **YES**, please include details of the nature of the allegations made against you, and if known to you, any action to be taken against you by the police/Investigatory Body.

6. Have you ever been dismissed by reason of misconduct from any employment, office or other position previously held by you?

NO

YES

If **YES**, please include details of the employment, office or position held, the date that you were dismissed and the nature of allegations of misconduct made against you.

7. Have you ever been disqualified from the practice of a profession or required to practice subject to specified limitations following fitness to practise proceedings by a regulatory or licensing body in the United Kingdom or in any other country?

NO

YES

If **YES**, please include details of the nature of the disqualification, limitation or restriction, the date, and the name and address of the licensing or regulatory body concerned.

8. Are you currently the subject of any investigation or fitness to practise proceedings by any licensing or regulatory body in the United Kingdom or any in other country?

NO

YES

If **YES**, please include details of the reason given for the investigation and/or proceedings undertaken, the date, details of any limitation or restriction to which you are currently subject, and the name and address of the licensing or regulatory body concerned.

9. Are you subject to any other prohibition, limitation, or restriction that means we are unable to consider you for the position for which you are applying* ?

NO

YES

If **YES**, please include details of the nature of the prohibition, restriction, or limitation, when and by whom it was made.