



STAFF SELF DECLARATION FORM 20-21



This form is to be completed by individuals undertaking roles within the Club who require an Enhanced DBS with or without Barred Check List

PERSONAL DETAILS

Surname: _____ Forename: _____ Initial: _____
Title: _____ Any previous names by which you have been known: _____
Marital Status: _____ Occupation: _____
Address: _____
Post Code: _____
Mobile Number: _____ Telephone Number: _____
Email Address: _____
Date of Birth (DD/MM/YYYY) _____ Sex (tick box): Male [] Female []

FA DBS CERTIFICATION CHECK (tick box):
Yes [] No [] In Process [] Date Issued _____

Are you a current member of the FA Licenced Coaches Club? (Yes/No) _____
If Yes, please quote FAN no: _____

CURRENT CLUB:

Start date of working at the Club: _____
Briefly state the nature of your involvement and whether you are full time, part-time, paid or volunteer:

PREVIOUS CLUBS / ACADEMIES

Table with 3 columns: CLUB / ACADEMY, DATES, INVOLVEMENT



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SELF-DECLARATION

Coventry City Football Club is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. This role involves the supervision of and work with children and young people. This role will required a Criminal Records Check (**CRC**) through the Disclosure and Barring Service (**DBS**) and clearance for work in football by The FA. As such this post is exempt for the Rehabilitation of Offenders Act 1974 and the applicant must disclose all previous convictions including spent convictions. The definition of ‘Spent Convictions’ has changed and information on the list of offences that will never be filtered from a criminal records check can be found at <http://bit.ly/1earpsY>

You are required to provide full and accurate responses to the following questions. The questions are not solely related to conduct within England and Wales, but worldwide and references to any particular body, action or requirement includes any equivalent body, action or requirement in any other country(ies):

1. Do you have any convictions, cautions, reprimands or final warnings that are not “protected” as defined by the Rehabilitation of Offenders Act 1974 (exceptions) Order 1975 (Amended) 2013?
Yes/ No *

2. Have you ever been known to any children’s services department or to the police as being a risk or potential risk to children?
Yes/ No *

3. Have you ever been the subject of any employment investigation and/or sanction by any organisation due to concerns about your behaviour towards children?

Yes / No*

5. Are you currently subject to an entry on the Children’s Barred list?

Yes / No *

* If the answers to any of the above questions is YES, you must supply full details, on a separate sheet in a sealed envelope marked ‘Private & Confidential’ and address the letter to the DSO in confidence, with this form.

Are you employed in a scouting capacity at any other professional football club? **Yes** **No**



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OTHER CENTRES / CLUBS / SPORTS

Set out details of any other involvement you have had in training / coaching / helping etc. at centres and Clubs or other sports related activities involving unsupervised contact with Under 18's within the last 12 months:

IMPORTANT INFORMATION

I have read and understand the notes regarding completion of this form.

I understand that I must, and agree that I will notify the CLUB DSO immediately of any change in status relating to the answers to the questions above (including any change in personal details) during the term of my employment/volunteering with the club. I acknowledge that I will be required to complete a self-declaration annually before the start of each season, or after any break in employment of more than 8 weeks.

I understand if I have knowingly provided false or misleading information on this or any recruitment documentation that I may be subject to disciplinary procedures and dismissal.

CONFIRMATION SIGNATURE

I certify that the above information is correct.

Signed: _____

Date: _____

DATA PROTECTION – USE OF DATA

I hereby acknowledge that:

- for the purpose of the Data Protection Act 2018 and the General Data Protection Regulation (GDPR) the Club will hold and process the above personal data (including that relating to special categories of personal data and/or criminal convictions) for the purposes of complying with (a) its obligations both as employer of me in a regulated role but also (b) its obligations under the regulations of the league of which it is a member and the Football Association's Rules. The data to be held includes (a) the information on this form, (b) the results of employment decision regarding this information and (c) the results of the Disclosure and Barring check to be conducted in line with this consent.
- the Club will be submitting an application for the appropriate level of Disclosure and Barring check via the FA CRB service (GB Group) and confirm that I will provide the FA CRB with such information and documentation as required by them and also bring the original Certificate issued following that check (**DBS Certificate**) to a named person at the club to ensure that both The FA and the club can make a suitability/employment decision regarding my work with children.

I also consent to the relevant information regarding my DBS Certificate being held on the Club Single Central Record and also on the FA Whole Game System and in this regard agree that during English Football League (EFL) Safeguarding visits (performed by EFL for the purposes of allowing the EFL to discharge its functions as a regulatory, administrative and governing body of football) the EFL will request to see a copy of the SCR to assess compliance with the regulatory standards. A copy of the SCR will not be retained by the EFL but in the event the EFL ever has cause to receive any of my personal information it will handle such information in accordance with the English Football League Regulated Persons Privacy Policy available at <https://www.efl.com/regulated-persons-privacy-policy/> (**EFL Policy**). I understand that the Club Single Central Record would include an acknowledgment if a risk assessment on suitability has taken place and that whilst suitability



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decisions for work in football will be taken by The FA, no record of that risk assessment will appear on the FA Whole Game System. I understand that neither system will include material on any conviction history.

I understand that I have rights under the GDPR including (amongst others) rights of access to information held about me, and rights to require erasure or correction of incorrect information. Full details of my rights and details as to how my personal data is used is available to me in the applicable Club Privacy Policy (and where relevant the EFL Policy).

Signed: _____

Date: _____

PLEASE RETURN THIS FORM TO YOUR DSO TO VERIFY AND SIGN BELOW

Signed: _____

Date: _____

(Safeguarding Officer)

Print full name: _____

THIS FORM MUST THEN BE TO BE KEPT AT THE CLUB AND UPDATED ANNUALLY AND RETURNED TO HR@ccfc.co.uk

PLEASE DO NOT SEND THIS FORM TO EFL OFFICE.