



STAFF SELF DECLARATION FORM

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

DO YOU HAVE A CURRENT FA DBS CERTIFICATION CHECK (tick box):

Yes No In Process Date Issued _____ DBS No _____

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

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 require 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. Have you been convicted of or cautioned for any offence or had a conviction/caution or bind-over order, or is a prosecution pending related to children, or any offence involving violence of any nature or drug related or sexual offences?
Yes/ No *
2. Are you a person known to any Social Services Department as being an actual or potential risk to children?
Yes/ No *
3. Have you ever been disqualified or prohibited from fostering children or had your rights or powers in respect of any child vested in or assumed by a Local Authority or had a child ordered to be removed from your care?
Yes / No *
4. Have you ever been the subject of any employment disciplinary as a result of safeguarding or welfare issue?
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**

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.



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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 consent pursuant to GDPR regulations to the Club/EFL holding and processing the above personal data and sensitive data 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.

I consent to the Club 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 each of the foregoing will also be made available to and processed by the EFL for the purposes of allowing the EFL to discharge its functions as a regulatory and governing body of football). 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 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 a right under GDPR regulations including (amongst others) rights of access to information held about me, and rights to require erasure or correction of incorrect information.

Signed: _____

Date: _____

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

Signed: _____

Date: _____

(Safeguarding Officer)

Print full name: _____

**THIS FORM MUST BE TO BE KEPT ON FILE AT THE CLUB.
STAFF MUST COMPLETE THIS FORM ANNUALLY AND RETURN TO HR@CCFC.CO.UK
PLEASE DO NOT SEND THIS FORM OR A COPY TO THE EFL OFFICE.**