

## Sample PSEA questions for self-declaration

*Below are examples of questions. There is no need to include all of them (see annex for example). Please note, it is insufficient to only ask about the criminal background of a candidate, as most SEA incidents are not criminally prosecuted.*

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- Have you ever been identified by a government department or judicial or other competent authority in this country or abroad as a risk or potential risk to children or vulnerable adults?
- Have you ever been or are you currently subject to disciplinary proceedings?
- Have you ever been arrested, indicted or summoned in court as a defendant in a criminal proceeding, or convicted, fined, or imprisoned for violation of any law (excluding minor traffic violations)?
- Have you ever been subject to sanctions (disciplinary, administrative or criminal) arising from an investigation in relation to sexual exploitation and abuse or sexual misconduct, or left employment pending investigation and refused to cooperate in such an investigation?
- Have you ever been or are you currently the subject of an investigation (disciplinary, administrative or criminal) into allegations of misconduct or wrongdoing? Misconduct and wrongdoing include, while not being limited to, harassment (including sexual harassment), sexual exploitation and abuse, discrimination, fraud and abuse of authority.
- Have you ever been found to have committed misconduct or wrongdoing in the workplace, including though not limited to harassment (including sexual harassment), sexual exploitation and abuse, discrimination, fraud and abuse of authority?
- Have you ever faced sanctions (disciplinary, administrative or criminal) as a result of a SEA investigation?

*Any self-declaration form must also include consent of disclosure of any such information by former employers during the verification of references. Below are examples:*

- I certify that the statements made by me in answer to the foregoing questions are true, complete and correct to the best of my knowledge. I understand that an offer of employment may be withdrawn or dismissal may result if information is not disclosed by me and subsequently comes to the organisation's attention.
- I consent that such information may be disclosed by former employers during the verification of references.

### ANNEX: SELF-DECLARATION FORM

Name and surname:	
ID card or passport number:	
Date of birth:	
Place of birth:	
Nationality:	
Place of residence:	
Phone number:	
Email address:	

1. Have you ever been the subject of a police investigation or court proceedings, in this country or abroad, as a result of charges of sexual abuse or sexual misconduct against minors or adults that do not appear on your criminal record?	<b>YES/NO</b> <i>If yes, please provide additional information below.</i>
2. Have you ever been subject to sanctions (disciplinary, administrative or criminal) arising from an investigation in relation to sexual exploitation and abuse or sexual misconduct, or left employment pending investigation and refused to cooperate in such an investigation?	<b>YES/NO</b> <i>If yes, please provide additional information below.</i>
3. Have you ever been identified by a government department or judicial or other competent authority in this country or abroad as a risk or potential risk to children or vulnerable adults?	<b>YES/NO</b> <i>If yes, please provide additional information below.</i>
4. Have you ever been or are you currently subject to disciplinary proceedings?	<b>YES/NO</b> <i>If yes, please provide additional information below.</i>

5. Have you left a previous job pending an investigation and refused to cooperate with such an investigation?	<b>YES/NO</b> <i>If yes, please provide additional information below.</i>

Confirmation of statement (please check the boxes below)	
<input type="checkbox"/>	I agree that the information provided here will be processed for recruitment purposes and in confidentiality. I understand that a job offer may be withdrawn or termination may result if I fail to disclose timely information and if such information is subsequently communicated to the organization.
<input type="checkbox"/>	I agree to notify the organization within 24 hours if I am subsequently investigated by any agency or organization regarding concerns about my behavior toward children, youth or vulnerable adults.
<input type="checkbox"/>	I hereby authorize any person, organization, or educational/training institution I mentioned as a reference in my application to disclose in good faith and in confidence any information in their possession about my qualifications or suitability for the job.  I assume no liability to any employer, person or educational/training institution for information provided about me necessary and inherent to the employment process.
<input type="checkbox"/>	I understand that the information included in this form and submitted by third parties may be provided by the organization to other persons or organizations in cases where it is deemed necessary to protect other children or vulnerable adults.

<b>Signature:</b>	
<b>Name and surname in capital letters:</b>	
<b>Date:</b>	