

## Model declaration forms - July 2019

### Understanding the updates at a glance

Document	What's been updated
Guidance	The wider scope of the questions and the purpose of asking for this information.
	New paragraph to explain the need for follow up checks with relevant bodies.
	New paragraph explaining the organisation's commitment to fair and equal recruitment practice when considering information declared
	Key considerations for individuals when declaring criminal record information, with greater signposting to where they can obtain free, independent and confidential advice from, to support understanding of what's required/ how to declare and their rights when doing so
	New paragraph outlining how information will be processed, stored and how long it will be retained for under the General Data Protection Regulation (GDPR)
	New statements for applicants to consider when signing the form and in seeking their explicit consent for their information to be processed for that purpose.
Declaration questions	Questions written in plain English – removing legal terms, where possible, to aid understanding about what's required
	Criminal records questions (1-4) now provide greater clarity about the type of offences that should be declared, including those committed in another country and those under military law. Also includes clarity on options to declare and signposting to where they can seek free, independent and confidential advice if they are unsure
	Fitness to practice questions (7-8) – updated to relate to sanctions imposed by a regulatory body and therefore needs to be declared and the circumstances when certain information doesn't need to be declared
	Question 9 has been removed

If you have any queries about any of the updates or any comments, please email [employmentchecks@nhsemployers.org](mailto:employmentchecks@nhsemployers.org)