

Introduction

Model declaration forms A and B outline a range of questions that employing organisations are legally permitted to ask as part of their recruitment process. They have been specifically designed to ensure a fair and consistent approach is taken when assessing an applicant's suitability for NHS roles within England, including information about criminal record history, registration with professional bodies and fitness to practise, where relevant to the role. They also pose questions about conduct or behaviour in circumstances that may be relevant to consider in a work relating setting.

Requiring applicants to complete a self-declaration can be useful to help them gain a better understanding about the checks you will be undertaking as part of the recruitment process and the type of information that may be considered about them. It may also provide useful information to consider as part of your overall assessment of an applicant's suitability for the role you are recruiting to.

If any information declared should be an issue for further consideration or concern, it allows you to have an open conversation with the applicant at the earliest appropriate opportunity. Any discussion should be aimed at understanding the context and circumstances surrounding any information the applicant may have disclosed. Our discussion guide can help you to follow best practice where an applicant declares a previous conviction. Where regarded as necessary and helpful to reaffirm the recruitment decision, you should offer the applicant the opportunity to present any additional evidence they may wish you to take into account in support of their application.

Seeking a self-declaration from applicants should be complementary to good recruitment practice. It does not substitute the need to carry out the range of pre-appointment checks that are required by law or are available to employers. The full range of checks that NHS organisations in England must undertake as part of their recruitment process are outlined in the NHS Employment Check Standards.