

PHOENIX MOUNTAIN COLLABORATIVE LLC

DBA EXPLORATIONS

PO Box 1469 Trout Creek MT 59874

Phone 406-827-3863 □ Fax 406-827-4072

www.explorationsmt.com

SELF-DECLARATION FORM FOR A CHILD CARE POSITION

Child Protection Policy

This form must be completed by all employees for positions within Phoenix Mountain Collaborative LLC dba Explorations.

Phoenix Mountain Collaborative LLC dba Explorations is committed to the protection of children and has a duty to ensure the suitability of any individual who works with children. To fulfill this responsibility, we ask that you complete this form having read the guidance notes attached.

Should you be appointed to the position applied / volunteered for, you will also be required to complete a State and Federal background check.

If selected for an interview you will be required to disclose all agency investigations, and criminal charges, including those that weren't prosecuted or resulted in a withheld judgments or plea of nolo contendere, convictions (whether or not you spent time in jail), acquittals, cautions, warnings and any other non-conviction relevant information.

Phoenix Mountain Collaborative LLC dba Explorations undertakes to treat all applicants for positions within Phoenix Mountain Collaborative LLC dba Explorations equally and to process and make decisions on disclosed information in a fair manner.

Please complete all sections fully including all relevant details regarding charges, convictions, investigations (if applicable), social work investigations and disciplinary action.

1 GUIDANCE ON COMPLETING SELF-DECLARATION FORMS

Please read these notes before completing the Self-Declaration Form.

The information you give in this Self-Declaration Form will support the information we also obtain from your application form, and references. All of these sources of information will help us to make an informed decision about your application.

1.1 Who must complete the Self-Declaration Form?

It is the policy of Phoenix Mountain Collaborative LLC dba Explorations to ask all applicants who apply to work / volunteer for "child care" positions to complete a self-declaration form.

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1.2 Which sections of the form must I complete?

All individuals applying for positions that entail direct access to the program participants must complete all portions 2.1, 2.2, 2.3, 2.4, 2.5 of this form.

You must also provide identification so that the personal details you provide can be verified. You will be asked to provide these should we invite you to interview.

1.3 What happens if I do not wish to complete a Self-Declaration Form?

In accordance with our child protection policy and guidelines you will not be allowed to work / volunteer in a position within our organization.

2 SELF-DECLARATION FORM

Please complete the following tick boxes and relevant other sections

2.1 Previous convictions.

This should include any convictions that have been dealt with by a court.

I have no previous charges or convictions (Go to section 2.2)	I have previous charges or convictions (Complete the section below)
Date(s) of charges or conviction(s):	
Court(s) where your charges or conviction(s) were heard:	
Type of offence(s):	
Sentence(s) received	
Please give details of the reasons and circumstances that led to your offence(s)	
Please give details of how you completed the sentence(s) imposed, (for example did you pay your fine(s) as required; what conditions were attached to your probation/community service, did you comply with the requirements of your sentence(s).	

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Have any other organizations supported you to work through any of the above issues/difficulties?

2.2 Details of any disciplinary action relating to behavior to children.

I have never been disciplined because of inappropriate behavior towards a child which may have harmed them or put them at risk of harm (Go to section 2.2)		I have been disciplined because of inappropriate behavior towards a child which may have harmed them or put them at risk of harm (Complete the section below)	
Please give details.			

2.3 Police Investigations – this should include relevant police non conviction information.

All investigations should be disclosed, not just those related to children.

I have never been subject to any police investigations (Go to section 2.4)		I have been subject to police investigations (Complete the section below)	
Date of investigation(s):			
Police Department(s) involved:			
Details of investigation(s):			
Please give details of the reasons and circumstances that led to your investigation(s):			

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2.4 Social Work

I am not known to social work departments/social services, police agencies or departments as an actual or potential risk to children and I have never been investigated by any agency for any issue related to the health, safety or welfare of a child. (Go to section 2.5)		I am known to social work departments/social services police agencies or departments as an actual or potential risk to children or I have been investigated by an agency for an issue related to the health, safety or welfare of a child. (Complete the section below)	
Please provide details:			

I _____
[full name in block capitals]

Of [address] _____
confirm that all information provided is true and correct.

I understand that deliberately giving false information can result in immediate disqualification for any job position and/or prosecution.

Signed: _____ Date: _____

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2.5 Declaration to be completed by all applicants

I hereby declare and represent that, except for as disclosed above, I have not at any time, whether in the United States or abroad, been charged or found guilty and sentenced by a court for ANY criminal offence.

I give my consent to Phoenix Mountain Collaborative LLC dba Explorations to complete/request state and federal background checks and to request references for the purposes of verifying the replies given in this declaration, including enquiries of any relevant authority.

I agree to inform Phoenix Mountain Collaborative LLC dba Explorations if I am charged or convicted of an offence after I take up any position within the organization. I understand that failure to do so may lead to the immediate suspension of my work with children with the organization and/or the termination of my services.

If I am appointed to a position, I agree to abide by the Phoenix Mountain Collaborative LLC dba Explorations Child Protection Policy and Guidelines.

I agree to abide by the conditions above and certify that the information contained in this form is true and correct to the best of my knowledge and I realize that false information or willful omissions may lead to the immediate suspension of my work with children or the termination of my services.

Signed: _____ Date: _____

Please note that any information you give in this form will be managed according to the organization's Confidentiality Policy.

Please return the completed self-declaration form to the organization ATT Leona Gollen. Please send this separately from you application. It is important that the forms are kept separate. Your completed self-declaration form will only be seen by those individuals in the organization who have a responsibility for recruiting staff and volunteers.

Please check you have answered all (2.1, 2.2, 2.3, 2.4, 2.5) questions before returning the form.
