**Declaration Form**

I confirm that the information in my application is correct. I understand that any false information or deliberate omissions which may impact upon or affect my ability to perform this role will disqualify me from employment or may render me liable for dismissal.

I understand that I will be asked to declare any convictions in line with my rights under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975.

I agree that the information I have supplied can be stored on computer or held manually in accordance with the Data Protection Act. Full details of our Privacy Policy can be found via <http://www.arb.org.uk/privacy-policy/>

I consent to our HR advisors, the HR Services Partnership (HRSP) using and keeping information I have provided in my application or elsewhere as part of the recruitment process and/or personal information supplied by third parties such as referees, relating to my application for the post specified. I consent to HRSP sharing my information with us (ARB), as their client for the purposes of selection to the specified post.

I understand that the information provided will be used to make a decision regarding my suitability for employment and if successful the information will be used to form my personnel record and will be retained for the duration of my employment. If I am not successful, I understand that the HRSP will retain my application for 6 months after completion of the recruitment process, after which time it will be destroyed. I agree that HRSP may contact me in the event of there being any other vacancies for which I may be suitable. We do continue to keep anonymous information for monitoring purposes principally to comply with anti-discrimination legislation.

|  |  |  |  |
| --- | --- | --- | --- |
| Your Name: |  | Date: |  |
|  |  |  |  |

**Conflicts Form**

Please give details of any business or other interests or any personal connections which, if you are appointed, could be misconstrued or cause reputational damage to ARB. Any particular conflicts of interest detailed here will not prevent you going forward to interview but may, if appropriate, be explored with you during your interview to establish how you would address the issue(s) should you be successful in your application.

These could include financial interests, or where you share ownership, active connections with a field of expertise in which ARB works, any previous work or appointments to ARB, membership of societies, activities, associations or employment of a partner or friend in the particular field ARB operates. Any statements you make will be treated confidentially and we will contact you to discuss any potential conflicts that might arise ahead of the sift process to explain what might be required if you are successful and check that you still wish your application to be considered.

If you are not aware of any conflicts of interest or have none, please state this.

Your Name:

Date: