

# Character Declaration Form



Before you can be regarded as qualified for appointment, Companies House must be satisfied about your character. Will you please therefore read the notes at the foot of the page and answer the following questions.

## Reference

**In all cases you should sign and date this form.**

**Please tick appropriate box**

1. Have you at any time been convicted or found guilty of an offence by any Court in the United Kingdom or abroad, or by any Court Martial? Yes  No
  
2. Are you currently on probation or on a conditional discharge, or have you been 'bound over' after being charged with an offence? Yes  No
  
3. Has any charge in respect of any offence been brought against you and not yet been disposed of? Yes  No
  
4. Are you or have you been: Insolvent? Yes  No   
     a person whose property is subject to a Bankrupt Order? Yes  No   
     an undischarged bankrupt? Yes  No

If the answer to any of these questions is "Yes", please give full details below.

In the case of question 1, 2 and 3 these details should include the date and place of the Court hearing, the nature of the offence and the sentence or order of the Court, and, if applicable, the name and address of the Probation Officer.

In the case of question 4, these details should include, if you have been adjudicated bankrupt, the date of the proceedings and the place at which they were held.

*Answering "Yes" to any of these questions does not necessarily bar you from appointment. Every case is considered on its merits.*

<b>Details</b>	May we approach the Court concerned <span style="float: right;">Yes <input type="checkbox"/> No <input type="checkbox"/></span>
	Continue overleaf, if necessary

Name (block letters)

Date

**Notes**

- 'Offence' in questions 1, 2 and 3 includes motoring, but not parking, offences.
- If you wilfully suppress any information, except as provided under the Rehabilitation of Offenders Act 1974, you will risk losing the appointment.
- You should tell Companies House immediately if any charge is brought against you after completing this form and before you take up any appointment.
- If you give any particulars which you know to be false or if you withhold material information, you may render yourself liable to disqualification from the competition or, if appointed, to dismissal.

# Equal Opportunities Monitoring



Companies House is an Equal Opportunities Employer. This means that applications are welcome from all suitable individuals irrespective of race, gender, age, religion or disability. To ensure we are living up to this commitment, applicants are asked to complete the questions below.

**This information is for statistical monitoring purposes only and will be treated in the strictest confidence.**

<b>Gender:</b> <input type="checkbox"/> Male <input type="checkbox"/> Female	<b>Date of birth:</b> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
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**Disability:** We wish to give every encouragement to disabled job applicants and will offer an interview to all disabled candidates who meet the essential requirements of the job advert under our Guaranteed Interview Scheme.

Do you have a disability:  Yes  No

The definition of disability under the Disability Discrimination Act 1995 is either a physical or mental impairment, which has a substantial long-term adverse effect on a person's ability to carry out normal day to day duties.

**Ethnic Origin: Which groups do you most identify with?**  
Please tick **one** box from Section A and **one** box from Section B. *(The boxes are listed alphabetically)*

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**Section A**

<input type="checkbox"/> British or mixed British (a)	<input type="checkbox"/> Scottish (d)
<input type="checkbox"/> English (b)	<input type="checkbox"/> Welsh (e)
<input type="checkbox"/> Irish (c)	<input type="checkbox"/> Any other (f) <i>(please specify)</i>

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**Section B**

<i>Asian</i>	<i>Mixed Ethnic Background</i>
<input type="checkbox"/> Bangladeshi (a)	<input type="checkbox"/> Asian and White (i)
<input type="checkbox"/> Indian (b)	<input type="checkbox"/> Black African and White (j)
<input type="checkbox"/> Pakistani (c)	<input type="checkbox"/> Black Caribbean and White (k)
<input type="checkbox"/> Any other Asian background (d) <i>(specify if you wish)</i>	<input type="checkbox"/> Any mixed ethnic background (l) <i>(specify if you wish)</i>

<i>Black</i>	<i>White</i>
<input type="checkbox"/> African (e)	<input type="checkbox"/> Any white background (m) <i>(specify if you wish)</i>
<input type="checkbox"/> Caribbean (f)	<input type="text"/>
<input type="checkbox"/> Any other Black background (g) <i>(specify if you wish)</i>	

<i>Chinese</i>	<i>Any other ethnic background</i>
<input type="checkbox"/> Any Chinese background (h) <i>(specify if you wish)</i>	<input type="checkbox"/> Any ethnic background (n) <i>(specify if you wish)</i>

# Guaranteed Interview Scheme



“We are committed to Equal Opportunities and actively encourage applications from disabled people”

## What does the scheme offer?

The aim of the Guaranteed Interview Scheme (GIS) is to provide disabled applicants with the opportunity to demonstrate their abilities beyond the initial application stage. Disabled applicants will be offered an interview providing they meet the minimum criteria for the job. **Declaring a disability for the purpose of qualifying for the GIS is your decision and is entirely voluntary.**

## Who is eligible for the scheme?

To be eligible for the Guaranteed Interview Scheme you must be considered as disabled under the Disability Discrimination Act 1995. This means you must have, or have had in the past, a physical or mental impairment which has had a substantial long-term adverse effect on your ability to carry out normal day to day activities. This includes sensory impairments, people who have had a disability in the past even though they are no longer disabled, people whose disability is likely to last for twelve months or rest of their life, and people whose condition is likely to progress or recur. Severe disfigurement is also acknowledged as a disability. You do not have to be registered as a disabled person to apply under this scheme.

If you want to apply for the Guaranteed Interview Scheme, please indicate here:    Yes             No

## Assistance for interview

To ensure that we do not create any such barriers in our own recruitment process and to help us implement our equal opportunities policy effectively, please let us know if you would like us to provide any particular assistance for your interview / selection tests, such as (please tick appropriate box):

- |   |  |                                      |
|---|--|--------------------------------------|
| <input type="checkbox"/> Induction loop                   | <input type="checkbox"/> Wheelchair access                       | <input type="checkbox"/> Car parking |
| <input type="checkbox"/> Assistance in and out of vehicle | <input type="checkbox"/> Other assistance (please specify below) |                                      |

If you have equipment of your own which you would like to bring to help you to compete on equal terms at either the interview or selection tests, please give details below:

Name (block letters):

Post applied for:



# Civil Service Pensions



Please answer the three questions below and enclose this form with your completed application form

There have been recent administrative changes within DTI Pensions and Companies House in relation to employing people who are already in receipt of a Civil Service Pension. It is therefore necessary for us to establish at an early stage which candidates are re-employed pensioners (from the Civil Service), or are in receipt of a Compulsory Early Severance Payment or not. This information is only used by Companies House to advise employees of the potential impact of their pension/Compulsory Early Severance (CES) payments.

**Therefore, please can you confirm if you have had:**

1. Previous Civil Service employment Yes  No   
If Yes, please provide dates:

**Please confirm if you are:**

2. A re-employed Civil Service Pensioner in receipt of a PCSPS pension Yes  No   
3. In receipt of a Compulsory Early Severance (CES) payment Yes  No

Name (block letters):

Post applied for: