**CRIMINAL CONVICTIONS DECLARATION**

**This document must be completed and bought with you to your interview or we cannot proceed with your interview.**

To be considered for a job you must tell us about any unspent criminal convictions you have - in line with the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013) by SI 2013 1198.

You will also need to declare spent convictions, pending charges/current police investigations, bind overs, warnings/cautions or reprimands. The information you provide will be treated as strictly confidential and will be considered only in relation to the job for which you are applying.

If you disclose a conviction, it doesn't necessarily mean that we will not consider and appoint you. Our main consideration will be whether the offence would make you unsuitable for the type of work that you are applying for.

For posts working with children, young people or vulnerable adults, a criminal record check is requested. This check will be cross referenced against the Adults and Children’s Barred Lists. These lists contain details of people deemed unsuitable to work with children or vulnerable adults. All jobs requiring these checks will be identified on the job description.

In most cases all offers of employment will be subject to the receipt of satisfactory checks. Note, it is an offence to apply, offer or accept to do any work with children (paid or unpaid) if disqualified from working with children.

|  |  |  |
| --- | --- | --- |
|  | Yes | No |
| Are you barred from working with this particular client group? |  |  |
|  |  |  |
| Do you have any convictions, cautions, reprimands or final warnings that are not “protected” as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Oder 1975 (as amended in 2013) by SI 2013 1198? |  |  |
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**If you have answered YES to the above, please provide further details:**

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**Declaration**

I declare that the information I have given is correct, and understand that this information may be checked for accuracy against information held by other institutions and/or government departments. I realise that false information or omissions may lead to dismissal without notice and that canvassing councillors, school governors/trustees or employees in connection with this job will disqualify me.

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| --- | --- | --- | --- | --- |
| Signed: |  | Date: |  |  |
| Print Name: |  |  |
|  |  |  |