

**Criminal Record Declaration Form (Exempt Positions)**

CONFIDENTIAL

This form must be completed by all shortlisted applicants. The information disclosed on this form will **not** be kept with your application form during the application process.

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| **Policy statement on recruiting applicants with criminal records**This post is exempt from the Rehabilitation of Offenders Act 1974 and therefore applicants are required to declare any convictions, cautions, reprimands and final warnings that are not protected (i.e. that are not filtered out) as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013).For further information on filtering please refer to:Nacro guidance ([https://www.nacro.org.uk/resettlement-advice-service](https://www.nacro.org.uk/resettlement-advice-service/))DBS website (<https://www.gov.uk/government/publications/dbs-filtering-guidance>)We also ask applicants to disclose any pending criminal proceedings against them or current police investigations in order that we can risk assess the circumstances and any potential impact on employment, particularly in relation to our duties to safeguard and promote the welfare of children. We recognise the contribution that ex-offenders can make as employees and volunteers and welcome applications from them. A person’s criminal record will not, in itself, debar that person from being appointed to this post. Any information given **will be treated in the strictest confidence**. Suitable applicants will not be refused posts because of offences which are not relevant to, and do not place them at or make them a risk in, the role for which they are applying.All cases will be examined on an individual basis and will take the following into consideration:* Whether the conviction is relevant to the position applied for.
* The seriousness of any offence revealed.
* The age of the applicant at the time of the offence(s).
* The length of time since the offence(s) occurred.
* Whether the applicant has a pattern of offending behaviour.
* The circumstances surrounding the offence(s), and the explanation(s) offered by the person concerned.
* Whether the applicant's circumstances have changed since the offending behaviour.

It is important that applicants understand that failure to disclose the information requested on this form could result in the withdrawal of a job offer or, if already employed, disciplinary proceedings or dismissal. Further advice and guidance on disclosing a criminal record can be obtained from Nacro ([www.nacro.org.uk](http://www.nacro.org.uk)). Please also note that the successful applicant will be required to undertake an Enhanced Disclosure & Barring Service (DBS) check.**Please return your completed form to: Sue Aspinwall, Everychild Trust, Hatchlands Road, Redhill, Surrey, RH1 6AT.** |

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| First name |  | Surname |  |
| **Please answer the following questions:** |
| 1. Do you have any convictions, cautions, reprimands or final warnings which are not protected as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013)?
 | YES | NO |
| 1. Are there any pending criminal proceedings against you or are you the subject of any current police investigations, including those relating to other employment or matters outside work?
 | YES | NO |
| If you have answered YES to either of the above, you have **two options** on how to disclose your criminal record or other information. |
| **OPTION 1:** Please provide details of your criminal record or other information in the space below. |
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| **OPTION 2:** You can disclose your criminal record or other information either: 1. in writing under separate cover by attaching the details in a sealed envelope stapled to this form, marking it ‘confidential disclosure statement’ and including your name; or
2. if you prefer to make your disclosure verbally we will make arrangements for this to take place, where possible on the day of your interview.
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| If you wish to disclose in one of these ways, please indicate which applies below: | Please tick or type YES |
| I have attached details in a sealed envelope |  |
| I prefer to make a verbal disclosure |  |

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| **DECLARATION** |
| I declare that the information provided on this form is correct. I understand that the declaration of a criminal record or other information is to assess my suitability for the role I have applied for and disclosure will not necessarily prevent me from being offered the appointment. |
| Signed |  | Date |  |