**OTHER PERSONAL INFORMATION**

**REHABILITATION OF OFFENDERS ACT (EXCEPTIONS ORDER) 1975 AS AMENDED**

**Post Applied for: Reference No:**

Because of the nature of the work for which you are applying, you must provide information about any criminal convictions, spent or unspent. In the event of you being employed as a result of this application, any failure to disclose such convictions could result in dismissal or disciplinary action.

Have you been convicted of a criminal offence? **YES / NO**

If yes, please complete, sign and date the attached Criminal Convictions Declaration Form.

Disclaimer:

Sutton Carers Centre suggests that advice should be taken and the guidance notes attached which we believe to be true at this time, should not be relied upon.

**In addition to the above and because of the nature of work carried out by the organisation, please confirm if you have ever been interviewed in connection with, or been the subject of any abuse investigation or enquiry.**

**YES / NO**

**This document will be kept separate from your application form; the information you provide will be treated in the strictest confidence and will not be available to members of the appointment panel.**

**CRIMINAL CONVICTIONS DECLARATION FORM**

**REHABILITATION OF OFFENDERS ACT 1974 (EXCEPTIONS ORDER) 1975 AS AMENDED**

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| All candidates should complete this form. Seal it in the enclosed envelope and return it with your application. The envelope will be opened only for the successful candidate. All other forms will be destroyed, unopened, immediately following acceptance of the post by the successful candidate. Appointments will not be confirmed till relevant information has been checked. |

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| *Guidance Note*  **Candidates with no previous convictions**  Please complete sections A, C and D fully.  Candidates previously convicted of a criminal offence.   1. The terms of the Act mean that for most posts you may be entitled to withhold information on a criminal conviction on the grounds that is “spent” or forgotten following a specified period of rehabilitation (see information overleaf). In this case you may answer “no” to the declaration for “spent” convictions, and you should answer “yes” for any convictions not yet “spent” and answer all other relevant sections fully. 2. If the post is EXCEPTED under the act, this will have been specified in the job description. In this case, you are not entitled to withhold information on any convictions on the grounds that they are “spent” under the Rehabilitation of Offenders Act 1974 and must answer yes to the declaration, and provide full answers to the other sections. |

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| 1. Declaration   Have you ever been convicted of a criminal offence? Yes ❑ No ❑  Do you have a court appearance pending or have you been charged by the Police for a criminal offence? Yes ❑ No ❑ |

1. Additional Details (to be completed if you answered yes in any part of the above section). Continue on a separate sheet if necessary.

|  |  |  |  |
| --- | --- | --- | --- |
| **Date** | **Court** | **Details of Offence** | **Sentence** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

1. Former Names and Addresses (the information should be completed by all candidates). Continue on a separate sheet if necessary.

|  |  |  |
| --- | --- | --- |
| **Name** | **Address** | **Date From - To** |
|  |  |  |
|  |  |  |
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1. (this information should be completed by all candidates)

**I certify that**

1. I have read the Guidance note above and confirm that I have read the Disclaimer on page 1
2. I have not withheld information that may affect my application for appointment
3. I understand that false information or omissions may lead to dismissal
4. I understand you may take steps to verify the information provided

Signed: …………………………………………………………….

Name: ……………………………………………………………..

Date ………………………………………………………………..

**How do I know if my conviction is "spent"?**

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| This depends on the sentence given. For a custodial sentence, the length of time actually served is irrelevant. The rehabilitation period before a conviction is "spent" is decided by the original sentence.  **SENTENCES OF MORE THAN 2 ½ YEARS CAN NEVER BECOME SPENT**  Other sentences become spent after fixed periods from the date of conviction. Below are some examples. |

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| **Sentence** | **Rehabilitation Period** | |
|  | People aged 18 or over when convicted | People under 18 when convicted |
| Prison (immediate or suspended sentence) or youth custody more than 6 months and not exceeding 2 ½ years. | 10 Years | 5 years |
| Prison (immediate or suspended sentence) or youth custody 6 months or less | 7 Years | 3 ½ Years |
| Fine or Community Service Order | 5 Years | 2 ½ Years |
| Absolute Discharge | 6 Months | 6 Months |
| Detention Centres | 3 Years | 3 Years |

**With some sentences the rehabilitation period varies:**

|  |  |
| --- | --- |
| **Sentence** | **Rehabilitation** |
| Probation, supervision, care order, conditional discharge, or bind-over | 1 year or until the order expires, whichever is longer. |
| Attendance Centre Orders | 1 year AFTER the order expires |
| Hospital Orders (with or without a restriction order) | 5 years, or 2 years after the order expires, whichever is longer. |