**CRIMINAL CONVICTIONS DECLARATION FORM**

The Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (Amendment) (England and Wales) Order 2013 (*SI 2013/1198*)

**Post Applied for: Reference No:**

Because of the nature of the volunteering work for which you are applying, you must provide information about any criminal convictions, spent or unspent. In the event of you being volunteering 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**

All applicants should complete this form and bring a copy to the Centre in a sealed envelope (please ask for a copy to be mailed to you if you are unable to print the form). The form will be opened only for successful Volunteers. All other forms will be destroyed, unopened, immediately following acceptance of the post by the successful Volunteer. You will not be able to Volunteer for Sutton Carers Centre until 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 x❑  Do you have a court appearance pending or have you been charged by the Police for a criminal offence? Yes ❑ No x ❑ |

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

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