**CONFIDENTIAL: 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 work for which you are applying, you must provide information about any criminal convictions, spent or unspent. This is highly unlikely to affect your application to work for us; however, 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 personalised 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 candidates shortlisted and invited for interview should complete this form.

If invited for interview, please place this sheet in a sealed envelope (which can be supplied) and bring it on the day. 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 until relevant information has been checked.

Forms may also be returned by email at the time of application, if preferred; if so, the forms will be retrieved and filed securely and confidentially and subject to the same process above.

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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 some 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 or please seek personalised advice). 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 q No q  Do you have a court appearance pending or have you been charged by the Police for a criminal offence? Yes q No q |

1. Additional Details (to be completed if you answered ‘yes’ in any part of the above section). Please 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 short-listed for interview). Please 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 short-listed for interview)

**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 ………………………………………………………………..

*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.*