

## NOTICE TO APPLICANTS CONVICTIONS AND 'SPENT' CONVICTIONS OF A CRIMINAL NATURE

You will appreciate that this organisation, being responsible for the provision of services to many vulnerable groups in society – the young, the elderly, the physically and mentally impaired – must be particularly careful to enquire about the character and background of all applicants for appointments to posts involving work with these vulnerable groups. It is therefore essential that, in making your application, you disclose whether you have been convicted of a criminal offence and, if so, for what offence(s). You must also provide full details of all cautions, reprimands and warnings that you have been issued with. Because of the nature of the work for which you are applying, this post is exempt from the provisions of Section 4(2) and 4(3) of the Rehabilitation of Offenders Act 1974 by virtue of the Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975. Applicants are, therefore, not entitled to withhold information about convictions which for other purposes are 'spent' under the provision of the Act and, in the event of employment, any failure to disclose such convictions could result in dismissal or disciplinary action by this organisation. For the avoidance of doubt, you must disclose full details of all convictions, cautions, reprimands and warnings that you have been issued with, regardless of when these were received. The fact that conviction(s) have been recorded against you will not necessarily debar you from consideration for this appointment.

You must answer the questions below: If you answer 'Yes' to any question you may write the details below or, if you wish, write the details on a separate, sealed letter marked 'confidential' and attach it to this form. Any information given will be completely confidential and will be considered only in relation to an application for positions to which the order applies. The object of this notice is not, in any way, to reflect upon the applicant's integrity, but is necessary to protect the public and the organisation.

### DECLARATION

I (full name) .....

of (address) .....

declare as follows (delete as appropriate) –

1. I **have/have not** ever been convicted of a criminal offence.
2. I **have/have not** ever received a caution, reprimand or warning from the police or other statutory body.
3. I **do/do not** have criminal or civil court hearings or proceedings against me, either pending or scheduled.

If the answer to any of these questions is 'yes', please provide details below or overleaf (or attach details in a separate envelope marked 'confidential')

Details:
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Signed ..... Date .....