# CRIMINAL RECORD DECLARATION FORM

**Confidential**

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

**Policy statement on recruiting applicants with criminal records**

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. 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 all unspent convictions could result in disciplinary proceedings or dismissal. Further advice and guidance on disclosing a criminal record can be obtained from [Nacro](http://www.nacro.org.uk/resettlement-advice-service/support-for-individuals/jobs-and-volunteering).

**Criminal Record Declaration Form**

|  |  |  |  |
| --- | --- | --- | --- |
| **Surname** |  | **First name** |  |

This post is not exempt from the Rehabilitation of Offenders Act 1974. We only ask applicants to disclose convictions which are not yet spent under the Rehabilitation of Offenders Act 1974. If you are not sure whether your convictions are spent, please contact [Nacro](http://www.nacro.org.uk/resettlement-advice-service/support-for-individuals/jobs-and-volunteering/) for further advice.

**Do you have any unspent convictions?**

Yes  No

**If you have answered yes, you now have two options on how to disclose your criminal record.**

**Option 1:** Please provide details of your criminal record in the space below.

|  |
| --- |
|  |

**Option 2**: You can disclose your record under a separate cover provided that you mark a cross on the line below and email your disclosure to [afua@minstercentre.ac.uk](mailto:afua@minstercentre.ac.uk). The email should be marked **CONFIDENTIAL** and state your name and the details of the post.

I have attached details of my conviction separately.

Please click on the box to mark with an **X** if appropriate:

**Declaration**

I declare that the information provided on this form is correct. I understand that the declaration of a criminal record will not necessarily prevent me from being offered this role at The Minster Centre.

|  |  |  |  |
| --- | --- | --- | --- |
| **Signed** |  | **Date** |  |

**Please return this form, with your application by email to** [**afua@minstercentre.ac.uk**](mailto:afua@minstercentre.ac.uk)