

## Criminal Records Declaration Guidance



- a) The post you are applying for is exempt from the provision of Section 4(2) of the Rehabilitation of Offenders Act 1974 (Exceptions) (Amendment) Orders 1975 and 2001 and therefore all convictions, cautions and bind-overs, including those regarded as 'spent', must be declared.
- b) We therefore ask you to complete the Criminal Records Declaration Form as fully as possible and return it with your application form. The only people who will see the information will be those directly involved in the recruitment process. All information will be handled in accordance with our Criminal Records Code of Practice. At interview, or in a separate discussion, we will ensure that an open and measured discussion takes place about any offences or other matter that might be relevant to the position.
- c) If you are successful at interview, we will require you to obtain an Enhanced Certificate of Disclosure from the Disclosure and Barring Service (DBS).
- d) The information disclosed on this form will not be kept with your application form during the application process.
- e) For further information on how long it takes for convictions and conditional cautions to be spent, please refer to Nacro's [guide](#) on the Rehabilitation of Offenders Act.
- f) We recognise the contribution that people with criminal records 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. Any information given will be treated in the strictest confidence. 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.
- g) 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.
  - Your age 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) provided.
  - Whether your circumstances have changed since the offending behaviour.
- h) Please note that providing false information could result in your application being rejected or your dismissal from employment if you are appointed. The matter may also be referred to the police if we consider that you may have committed a criminal offence.
- i) Further advice and guidance on disclosing criminal records can be obtained from [Nacro's Criminal Record Support Service](#).
- j) The information that you provide in this declaration form will be processed in accordance with the Data Protection Act 1998. It will only be used for the purpose of determining your application for this position. The declaration will be kept for no longer than necessary and then destroyed following receipt of a DBS Disclosure and a recruitment decision being made. This is generally after a period of up to six months, to allow for the consideration and resolution of any disputes or complaints.

## Criminal Records Declaration Form

If you are unsure about how to answer the questions on this form, please contact Nacro's Criminal Record Support Service on 0300 123 1999 or [helpline@nacro.org.uk](mailto:helpline@nacro.org.uk). All enquiries to this service are confidential.

Full Name	
Post applied for	
<p>1. Have you ever been convicted by the courts or cautioned, reprimanded or given a final warning by the police?</p> <p>Please give details of offences, penalties and dates in the table below. (Note that the post you have applied for is exempted under the Rehabilitation of Offenders Act (Exceptions Order) 1974, which means that <u>all</u> convictions, cautions, reprimands and final warnings on your criminal record need to be disclosed.</p> <p>Please ✓ as appropriate: Yes (Please provide details) No</p>	
Date	Details
<p>2. Have you ever been disqualified from work with children, young adults or adults at risk or subject to any other sanctions imposed by a regulatory body?</p> <p>Please ✓ as appropriate: Yes (Please provide details) No</p>	
Date	Details
<p><b>Declaration</b></p> <p>I confirm that the information I have given on this form is correct and complete and I understand that any false information could result in my application being rejected or, if appointed, in my dismissal from employment.</p> <p>I understand that any offer of employment made to me will be subject to a further check with the Disclosure and Barring Service (previously Criminal Records Bureau) and I hereby give my consent for Cambridge House to carry out the relevant DBS status checks in line with the <a href="#">DBS Code of Practice</a>.</p> <p>I declare that I am not currently on the DBS Barred List and that I will notify Cambridge House immediately if I do become barred in future.</p>	
Signature	Date

Please return this form to: [recruitment@ch1889.org](mailto:recruitment@ch1889.org)