

Pre-employment Check Guidance

Criminal Record Checking – Rehabilitation of Offenders Form – Volunteer Declaration Form

Please return this form at the same time as returning any application / registration form that you have been asked to complete.

In accordance with statutory requirements, certain pre-employment checks are conducted for positions involving working with vulnerable groups, specifically children and vulnerable adults.

The information obtained from these checks is used to help safeguard these groups. It will not be used to discriminate unfairly against those with convictions which we consider as unrelated to working with vulnerable groups. Having a criminal record will not automatically bar you from employment or voluntary work with The Trust.

This process will be conducted in accordance with The Trust policy and the Disclosure & Barring Service Code of Practice. The information that you provide will be risk assessed against the requirements of the role.

It is a criminal offence to apply for a position working with children if you are excluded from doing so, by virtue of a court order or exclusion by the Disclosure and Barring Service (previously the Independent Safeguarding Authority).

This applies to any paid or unpaid work that you carry out.

As the position for which you will be considered gives you privileged access to vulnerable groups, it is an Exempted Occupation under the Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975.

You are therefore required to declare whether you have any criminal convictions (or cautions or bind-overs) including those which are “**spent**”. The amendments to the Exceptions Order 1975 (2013) provide that certain spent convictions and cautions are 'protected' and are not subject to disclosure to employers, and cannot be taken into account. This depends on the nature of the offence, your age when you were convicted/cautioned, how long ago it was and whether you have more than one conviction/caution.

Guidance and criteria on the filtering of these cautions and convictions can be found on the Disclosure and Barring Service website: <https://www.gov.uk/government/organisations/disclosure-and-barring-service>

Through the Disclosure & Barring Service (DBS), we will make a check to establish any criminal record background. We will do this by asking you to complete a DBS Application Form. Appointment to this post will be subject to completion of a satisfactory Disclosure & Barring Service check.

As part of a background check on you, we may also need to request certificates of good conduct / criminal background checks from other countries where you have been a resident or have worked.

Please complete in BLACK INK and BLOCK CAPITALS

FULL NAME : _____

DATE OF BIRTH : _____

1) Do you have any convictions, cautions, reprimands or final warnings that are not "protected" as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013)

YES/NO (Please delete as appropriate)

If YES, please provide details below including date(s), Court or Police who dealt with the matter (continue on a separate sheet if necessary).

Failure to disclose any criminal convictions could lead either to your application being rejected or, if you are appointed, to dismissal if it is subsequently learnt that you have had any criminal convictions.

<p><u>Details :</u></p>

2) Please list **all** the countries that you have worked / resided in - giving dates "from" and "to" :

<p><u>Details :</u></p>

Declaration: I understand that this work is subject to a Disclosure & Barring Service certificate and overseas checks where necessary, and I am aware that spent convictions will be disclosed. I confirm that I am not barred from working with children and / or vulnerable adults by nature of being on a barred list held by any Government body or agency. The information that I have given above is true and accurate.

SIGNATURE : _____

DATE : _____

The General Data Protection Regulations 2018 : Your personal data will be processed for recruitment purposes. Information will be stored electronically as part of the recruitment process. Statistical reports will only be produced in anonymous form and your details will not be passed onto any third parties.