Criminal record declaration form for roles covered by the Rehabilitation of Offenders Act (ROA)

You have been asked to complete this form because the role you have applied for is covered by the Rehabilitation of Offenders Act 1974. The information disclosed on this form will not be kept with your application form during the application process. All information you provide will be treated as confidential and managed in accordance with relevant data protection legislation and guidance. You have a legal right to access any information held about you.

Recruiting applicants with criminal records

This post is covered by the Rehabilitation of Offenders Act 1974 and therefore applicants are required to declare:

* Unspent convictions and/or unspent conditional cautions only

For further information on how long it takes for convictions and conditional cautions to be spent, please refer to Nacro’s [guide](https://www.nacro.org.uk/wp-content/uploads/2018/07/Rehabilitation-of-Offenders-Act-1974-Guide-2018.pdf) on the Rehabilitation of Offenders Act.

We recognise the contribution that people with criminal records can make as employees, contractors 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.

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.

It is important that applicants understand that deliberate attempts to conceal the information requested in this form could result in disciplinary proceedings or dismissal. Further advice and guidance on disclosing criminal records can be obtained from [Nacro’s Criminal Record Support Service](https://www.nacro.org.uk/criminal-record-support-service/).

Criminal record declaration form

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| Position applied for: |  |
| Name of applicant: |  |
| Previous name of applicant: |  |
| Current address: |  |
| Previous address (if resident of current address for less than 5 years) |  |
| Date of birth: |  |

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| --- |
| **Do you have any unspent convictions or conditional cautions?**  **Yes 🞏 No 🞏**  If you have answered yes, you now have two options for disclosing your criminal record.  **Option 1:** You can disclose your criminal record on a separate sheet provided that you mark a cross on the line below and attach the details in an envelope stapled to this form. The envelope should be marked CONFIDENTIAL and state your name and details of the post.  I have attached details of my conviction separately\_\_\_\_\_ (please mark with an X if appropriate.)  **Option 2:** Please provide details in the space below. |
| **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 Blue Smile.  **Signed: Date:** |

**Please return this form to:**

Vicki Osborne

Clinical Administration and Recruitment Manager

Blue Smile

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Cambridge

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