### Convictions for Criminal Offences (Annex A)

|  |  |
| --- | --- |
| Post Applied for |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Surname |  | Previous surname |  |
| **Forename** |  | **Previous forename** |  |
| **Place of birth** |  | Date of birth |  |
| **Current address** |  | Resident from **(DD/MM/YYYY)** |  |

###### Previous addresses (Please list all addresses you have resided at in the last 10 years. Continue a separate sheet if necessary).

**Address**

**Resident from (DD/MM/YYYY)**

|  |  |  |
| --- | --- | --- |
| **1** |  |  |
| **2** |  |  |
| **3** |  |  |
| **4** |  |  |
| **5** |  |  |
| **6** |  |  |

The nature of the duties of the post for which you have applied requires confirmation that you have had no convictions for offences which would reflect upon your suitability for appointment. With regard to a child care position, as defined under schedule 2 of the Protection of Children (Scotland) Act 2003, you are also required to confirm that you have not been referred for inclusion onto a Disqualified from Working with Children List in respect of causing harm to a child or placing a child at risk of harm. You should detail below any previous convictions for criminal offences. Subject to the provisions of the Rehabilitation of Offenders Act, 1974 (Exclusions and Exceptions) (Scotland) Order 2003, failure to disclose relevant conviction(s) or pending conviction(s) will be classed as gross misconduct and will result in dismissal.

Please note that:

**YOU ARE THEREFORE NOT ENTITLED TO WITHHOLD INFORMATION ABOUT PREVIOUS CONVICTION(S) ON THE GROUNDS THAT IT IS FOR OTHER PURPOSES “SPENT” UNDER THE ABOVE ACT.**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Have you ever been convicted of any crime? | **Yes No**  If yes, give information below | | | | |
| Court at which convicted | **Date of Conviction** | | **Details of conviction** | | **Sentence imposed** |
|  |  | |  | |  |
| Are there any criminal proceedings pending against you? | **Yes No**  If yes, give information below | | | | |
| Have you ever committed any offences against children under the age of 16 or been subject to any civil proceedings where you were alleged to have committed offences against children under the age of 16? | **Yes No**  If yes, give information below | | | | |
| Have you ever been referred for inclusion onto a Disqualified from Working with Children List | **Yes No**  If yes, give information below | | | | |
| Date of referral | **Status of Referral**  **(provisional or fully- listed)** | | | **Other Relevant Details** | |
|  |  | | |  | |
| **Declaration**  I declare that I have not been referred for inclusion onto a Disqualified from Working with Children List or Vulnerable Adults.  I hereby consent to Sight Action checking this information through Disclosure Scotland. | | | | | |
| **Signed** | | **Date** | | | |

**Reviewed 2 July 2020**