Self-Declaration Form – Regulated Work Position - Private & Confidential

The post that you have applied for is exempt from the Rehabilitation of Offenders Act 1974 by the Exclusions and Exceptions Scotland Order 2003 and the Police Act 1997 (Criminal Records) (Scotland) Regulations 2006. You are therefore required to disclose all convictions (spent and unspent), cautions, and any relevant non-conviction information. If you have nothing to disclose please go to section 3.

Should you be appointed for the position applied for you will also be required to join the Protecting Vulnerable Groups (PVG) Scheme or provide us with access to your PVG Scheme Record/Updates, if you are already a member of the scheme.

If you are a PVG Scheme Member, please tick the box to show that you will show your current

PVG Scheme Record to The Broomhouse Centre. The SDF should be completed with information acquired after your current PVG Scheme Record.

**Section 1 – Convictions and cautions**

1. Please give the date and details of the conviction(s) that you were charged with, the sentence that you received and the court where your conviction(s) was heard.
2. Please give details of the reasons and circumstances that lead to your offence(s).
3. Please give details of how you completed the sentence imposed, (for example did you pay your fine as required, what conditions were attached to your probation/community service/supervised attendance order, did you comply with the requirements of your order/custodial sentence etc.
4. Has any other organisation(s) supported you to work through any of the above issues
5. What have you learned from the experience?

Section 2: Please detail any non-conviction information that you think is relevant:

**Section 3:** I confirm that I have no convictions.

**Signed ……………………………………………………………. Dated ………………………**

**Declaration:** I confirm that I have answered the questions above honestly and without omission to the best of my knowledge and belief. I understand that omission or giving false information could in the event of my taking up employment, lead to my dismissal.

Signed:………………………………………………………..….. Dated: ……………………….

Print Name: ……………………………………………………….

# What do we do with this information? The information given in this form will be treated in the strictest confidence. Please seal this form in the addressed envelope provided and return to Bridie Ashrowan, Chief Executive, The Broomhouse Centre, Edinburgh EH11 3RH. Any information you give on the conviction form will be treated in confidence and will not be read at all unless you are selected for interview. If you are not selected for interview the envelope and contents will be destroyed without being opened.

**Assuming I become an employee, what about any future criminal convictions I might acquire?**

As you know, at the Broomhouse Centre we work with vulnerable people and are committed to safeguarding their welfare. We therefore ask all potential employees to tell us about any criminal convictions they may have.

However, this information quickly becomes out of date, so if you become an employed we ask you to tell us if you acquire a criminal conviction of any sort while you are a staff member. You are asked to tell your supervisor within three weeks of receiving notification of any conviction yourself.

**Would acquiring a criminal conviction stop me being employed at the Broomhouse Centre?**

Acquiring a criminal conviction would not necessarily stop you being employed by us. It would depend on what the conviction was and whether it was relevant to your role as a staff member.

Employees may risk disciplinary action if they acquire a conviction incompatible with their role and/or if they do not declare a conviction.

**Can I see further information on disclosing criminal convictions and employees at the Broomhouse Centre?**

We have a policy on the subject which you are welcome to see if you wish. You may also see our policies on confidentiality and our disciplinary policy and procedures.

Please confirm, by signing and dating where indicated below, that you have read the above and are aware of what The Broomhouse Centre asks of staff with regard to disclosing criminal convictions.

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_