**Part 4**

# Lothian Centre for Inclusive Living

**Criminal Convictions Declaration**

**Important:**

**Please read carefully to ensure you fill in this part of the application correctly.**

It is LCIL policy to ask for a criminal conviction declaration where this could be relevant to a particular post. This offers an opportunity for an applicant to provide more detailed information about the circumstances of their conviction.

You Should:

* Answer the question about criminal convictions on the next page.
* Fill in **Part 1** of this form if you have any convictions spent or unspent.
* Read & sign **Part 2.**
* Enclose the completed form with the rest of your application.

If the Interview panel intend to offer you the post following interview the information you have provided on the form will need to be considered in relation to the requirements and nature of the post. Only at this stage will the interview panel see this statement.

The panel may decide on any of the following actions:

* Decide not to appoint you. The reasons for this will be explained to you in writing.
* Invite you to discuss the details and seek a standard or enhanced criminal records disclosure.
* Offer you the post subject to a standard or enhanced criminal records disclosure.

**Any information given in this form will be treated in the strictest confidence.**

**Applicant’s Name** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Post applied for** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

The post that you have applied for is exempt from the Rehabilitation of Offenders Act 1974 by the (Exceptions) Order 1975.

Should you be selected for interview you are required to disclose all convictions (spent or unspent).

Should you be appointed to the above position you will also be required to provide permission for a Standard/Enhanced disclosure under the terms of the Police Act 1997 (Part v).

**Do you have any criminal convictions (spent or unspent) or any which are pending against you?**

**No**[ ]  **(If you have no convictions and no action pending against you please go to part 2 on page 6 and sign the declaration form).**

**Yes** [ ]  **(If you have conviction(s) please go to part 1 ).**

**(please delete as appropriate)**

## Part 1

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.

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1. Please give details of the reasons and circumstances that led to your offence(s).

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1. 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?

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1. Has any other organisation(s) supported you to work through any of the above issues?

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1. What have you learned from the experience?

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## Part 2

Declaration (I certify that all of the information contained in this form is true and correct to the best of my knowledge and realise that any false information or omissions may lead to dismissal. I give permission to Lothian Centre for Inclusive Living to seek an enhanced disclosure from Disclosure Scotland under the terms of the Police Act 1997 (Part v)).

|  |  |
| --- | --- |
| Signature: | Date: |

**The information given in this form will be treated in the strictest confidence.**