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**South Ayrshire Women’s Aid**

**Self-Declaration Form (enhanced level)**

Private & Confidential

The post that you have applied for is for a prescribed purpose and is therefore exempt under the Rehabilitation of Offenders Act 1974 (Exclusions and Exceptions) (Scotland) Order 1974. Candidates are therefore required to disclose any unspent convictions or cautions and any spent convictions for offences included in Schedule A1, “OFFENCES WHICH MUST ALWAYS BE DISCLOSED” of the Rehabilitation of Offenders Act (Exclusions and Exceptions) (Scotland) Amendment Order 2015. Candidates are not required to disclose spent convictions for offences included in Schedule B1, “OFFENCES WHICH ARE TO BE DISCLOSED SUBJECT TO RULES” until such time as they are included in a higher level disclosure issued by Disclosure Scotland. These lists are available on the Disclosure Scotland website ([www.disclosurescotland.co.uk](http://www.disclosurescotland.co.uk))

Please give details regarding any convictions and cautions under the heading in **Section 1.**

Please give details of any relevant non-conviction information in **Section 2.**

If you have **no** convictions, cautions, or relevant non-conviction information to disclose please go to **Section 3** and sign the declaration form.

Should you be appointed for the position applied for you will also be asked to apply for membership of the PVG Scheme, South Ayrshire Women’s Aid will apply for a Scheme Record Update should you already be a member of this scheme.

**Section 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.
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 : Non-conviction relevant information:

Section 3

Declaration (I certify that all information contained in this form is true and correct to the best of my knowledge and realise that false information or omissions may lead to dismissal).

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*NOTE: The information given in this form will be treated in the strictest confidence. Please seal this form in the addressed envelope provided and return prior to your interview.*