**Criminal Convictions Declaration Form - Transform Forth Valley**

Strictly Private & Confidential

Guidance Notes

This post is covered by the terms of the Rehabilitation of Offenders Act (Exclusions and Exceptions) (Scotland) 2003. The following information highlights how this affects the way in which you answer the questions in this section on your application form.

The Rehabilitation of Offenders Act allows people who have been convicted of certain criminal offences to regard their conviction as ‘spent’ after a lapse of a set period. This means that no reference need be made to the conviction or any circumstances relating to it.

However, posts within the employment of Transform Forth Valley are exempt by virtue of the Rehabilitation of Offenders Act (Exclusions and Exceptions) (Scotland) 2003 and you must not withhold\* information about convictions which for other purposes are ‘spent’ under the provisions of the Act.

You are not required to declare a protected conviction\*. A conviction will only be ‘protected’ if it is categorised as ‘less serious’ and it meets one of the three criteria below:

1. The sentence imposed was admonition or absolute discharge, or the discharge of the referral of a child’s case to a children’s hearing; or
2. The person was under 18 years of age at the time the offence was committed and at least seven years six months have passed since the date of that conviction; or
3. The person was over 18 years of age at the time the offence was committed and at least 15 years have passed since the date of that conviction.

Transform Forth Valley commits to making recruitment decisions based upon the skills, abilities, and qualifications of applicants. We will treat all applicants fairly and do not discriminate against applicants with criminal convictions. If you are successful in your application for this post, it is a condition of your employment to undergo either a Protection of Vulnerable Groups (PVG) or Disclosure check which will be cross checked against the Criminal Convictions Declaration Form. Please note that failure to advise of any convictions when completing the application form or the criminal records declaration form could lead to disciplinary action, including summary dismissal where appropriate.

The information requested will be kept separate from the application form to protect confidentiality. You should complete the form and return with your application form. This form will be placed in a sealed envelope and will only be opened for successful candidates.

Please complete all details below:

|  |  |
| --- | --- |
| **PERSONAL DETAILS** | |
| **FORENAME (S)** |  |
| **SURNAME** |  |
| **ADDRESS AND POSTCODE** |  |

**DECLARATION**

*Please ensure you understand the earlier guidance notes before answering the declaration. Please tick the appropriate answer)*

1. **Do you have any criminal convictions?** Yes  No
2. **Do you have a court appearance pending?** Yes  No

1. **Have you recently been charged by the Police with a Criminal Offence?** Yes  No

**ADDITIONAL DETAILS**

*If you answered* ***Yes*** *to any of the above questions, please supply the following details:*

|  |  |  |
| --- | --- | --- |
| **DATE** | **REASON FOR CONVICTION** | **SENTENCE** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

I certify that I have read the guidance notes and I have not withheld any information that may affect my application. I understand that any false information or omissions may lead to my dismissal and if I am the successful candidate, the information supplied above will be verified by Transform Forth Valley. I consent to the processing of my data in accordance with the current Data Protection Legislation.

**Signature: Date:**