

# CRIMINAL CONVICTIONS DECLARATION FORM

## CONFIDENTIAL

### Rehabilitation of Offenders Act 1974

The provisions of the Rehabilitation of Offenders Act 1974 makes it unlawful for employers, or prospective employers, to take into account offences in relation to which the person concerned is deemed to be rehabilitated (for details see overleaf).

All applicants should complete the appropriate sections of the form. The form should then be returned in a sealed envelope at the interview. The envelope shall only be opened if the applicant is to be offered the post. All other envelopes will be shredded unopened.

- (a) If you have had a previous conviction that has not expired, or if you have a court appearance pending please supply details below.
- (b) If you have no previous convictions, or if you do not have a court appearance pending, go straight to the DECLARATION section.

Date	Court	Details of Offence	Sentence

#### FORMER NAMES AND ADDRESSES

Name	Address	Date from-to

#### DECLARATION

- I have read the advisory note overleaf
- I have not withheld any information which may affect my application for appointment
- I understand that false information or omissions may lead to my dismissal
- The information supplied above may be verified by the organisation

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

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

### **How long is a Rehabilitation Period**

This depends on the sentence given. For a custodial sentence, the length of time actually served is irrelevant, the rehabilitation period is decided by the original sentence and commences on the date of conviction.

#### **SENTENCES OF MORE THAN 2½ YEARS CAN NEVER BECOME SPENT**

Other sentences become spent after fixed periods from the date of conviction. Here are some examples:

<b>SENTENCE</b>	<b>REHABILITATION PERIOD</b>	
	People aged 17 or over when convicted	People under 17 when convicted
Prison (immediate or suspended sentence or youth custody more than 6 months and not exceeding 2½ Years)	10 Years	5 Years
Prison (immediate or suspended sentence) or youth custody 6 months or less	7 Years	3½ Years
Fine or community service order	5 Years	2½ Years
Absolute discharge	6 Months	6 Months
There are 2 sentences for people under 21 for which there is no variation in the rehabilitation period according to age when convicted. These are:		
Borstal (replaced by youth custody in May 1983)	7 Years	
Detention centres	3 Years	