

**STRICTLY CONFIDENTIAL**

**ENHANCED DISCLOSURE CONSENT FORM**

**Application for the post of: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Due to the nature of the work for which you are applying, this post is exempted from the provisions of rehabilitation of offenders legislation from time to time in force. You are therefore not entitled to withhold information about convictions which for other purposes are ‘spent’.

In the event of you being offered employment by The Junction, this post is subject to an enhanced disclosure procedure. Any failure to disclose such convictions may result in the withdrawal of the offer of employment. Any information given will be treated in the strictest confidence & will be considered only in relation to an application for employment.

**Please complete this form and send it in a sealed envelope with your application, or marked as CONFIDENTIAL via email.**

The Junction will allocate a reference number and the envelope will only be opened if you are short listed for interview, during which time there will be an opportunity for an open discussion of any offences. If you are not short listed for interview, the envelope will be destroyed unopened. The disclosure procedure is only undertaken if you are offered employment.

**Have you ever been convicted of a criminal offence?** Yes No

If yes, please complete the following:

|  |  |  |
| --- | --- | --- |
| **Reason for conviction** | **Date** | **Sentence** |
|  |  |  |

I declare that to the best of my knowledge & belief the information I have given on the application form is true. Should I be offered employment I consent to an enhanced disclosure procedure through disclosure scotland being undertaken prior to taking up post. I understand that to have given false information will lead to the withdrawal of any offer of employment.

**Signature:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **date:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_