CVS Falkirk & District is committed to creating a diverse and inclusive environment without discrimination. Many of our activities and focus is working with vulnerable adults, children and young people and therefore it is necessary for us to consider criminal records of candidates during the recruitment programme.

Having a criminal conviction will not necessarily bar you from employment with us however this will depend on the circumstances and background to your offence(s). For this reason, we ask that you provide details of any criminal conviction which is not considered as spent under the Rehabilitation of Offenders Act 1974 (as amended). All criminal records information is treated in the strictest confidence.

Please complete the questions below. If you are completing a hard copy of this form, please complete it in black ink using BLOCK CAPITALS.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Do you have any unspent criminal convictions? | Yes |  | No |  |

Please disclose the following details of any unspent convictions and any pending court cases in the space below. Please use an additional sheet if necessary.

|  |  |  |  |
| --- | --- | --- | --- |
| Date | Court | Details of the Offence | Sentence |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

The following section is optional to complete however you may use this section to share additional information that will provide an explanation of your convictions.

|  |  |
| --- | --- |
| Please provide an explanation of your circumstances at the time of the conviction. |  |
| What did you learn from this experience? |  |
| Please provide an explanation of your current circumstances and expectations. |  |

DECLARATION

“I declare that the information on this form is correct and complete, to the best of my knowledge and belief. I understand that any false or misleading statement or any significant omission could result in termination of employment, should I be subsequently employed as a result of submitting this application.

I understand that any offer of employment will be subject to receipt of permission to work in the UK, satisfactory references, satisfactory Disclosure results (if applicable to the post being applied for) and a probationary period. I authorise CVS Falkirk & District to verify information contained in this application. I understand that third parties may be consulted to verify qualifications, criminal convictions and health information should this be necessary for this post.”

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