

**CONFIDENTIAL**

## Part C – Criminal Record Declaration

Stepping Stones promotes equality of opportunity and welcomes applications from diverse candidates.

This form must be completed by all applicants whether they have a previous conviction or not. The information disclosed on this form will not be kept with your application form during the application process and will be treated in the strictest of confidence and in accordance with the Data Protection Act 2018.

Please complete the disclosure form as accurately as possible. Stepping Stones recognises the contribution ex-offenders can make and welcomes all applications. An offer of employment would only be withheld or withdrawn on the basis of a criminal conviction where information has been knowingly withheld or where the nature of the offence is relevant to the post and would impact detrimentally on Stepping Stones, the applicant's ability to carry out the role, or would impact detrimentally for the care of existing members, service users or staff.

### Posts exempt from the Rehabilitation of Offenders Act 1974:

Certain posts within Stepping Stones are exempt from the Rehabilitation of Offenders Act 1974 (as amended) due to the nature of the client group they work with. Any applicants invited to interview for such posts will be asked to disclose all convictions, cautions, reprimands and final warnings, whether spent or unspent. If the post you are applying for is exempted, this will be clearly stated in the information pack provided.

Any applicant offered a post which is exempt from the Rehabilitation of Offenders Act 1974 will be subject to a disclosure check at the appropriate level. This will be taken up after the interview. Offers of employment will not be made until a satisfactory disclosure has been received, and you should be prepared to discuss the disclosure in more detail if necessary. This may mean a delay between your interview and offer of a post.

All criminal records information is treated in the strictest confidence.

The list of offences which must always be disclosed can be found here:

<https://www.mygov.scot/offences-always-disclosed>

The list of offences which are to be disclosed subject to rules can be found here:

<https://www.mygov.scot/offences-disclosed-rules>

# Application for Employment

The Criminal Declaration Form will be managed in the following way:

- Please complete the separate Criminal Record Declaration Form enclosed within the application pack. This will not be reviewed prior to shortlisting.
- The shortlisting panel will assess your application with applicants being shortlisted on their skills and abilities and meeting the specified criteria for the position applied for.
- If you are unsuccessful in being shortlisted for interview your Criminal Record Declaration Form will be shredded/deleted.
- If you are asked to attend interview, the interview panel will have access to your **Criminal Record Declaration Form** prior to interview and checked for any relevant convictions. If you have disclosed criminal convictions (spent or unspent), they will discuss this further with you at the interview in order to expand on, and to clarify any information which has been disclosed.
- If the interview panel deems those convictions to be relevant you will be withdrawn from the list of interviewees. You may be asked to provide additional references from organisations you have been involved with to enable the Interview Panel to verify the information which has been disclosed.
- Should you be the preferred candidate for the post you will also be subject to a disclosure check at the appropriate level where a disclosure check is required for the post in question.



# Application for Employment

## CRIMINAL RECORD DECLARATION FORM

### Unspent Convictions

Do you have any unspent convictions? All unspent convictions and admonishments must be disclosed. Yes  No

If answered YES, please provide details on any unspent convictions and admonishments below.

Date	Court	Details of Offence	Disposal

### Spent Convictions

Do you have any convictions detailed in the list of Offences which must always be disclosed? (Please see Guidance Notes above) Yes  No

If answered YES, please provide details on any unspent convictions and admonishments below.

Date	Court	Details of Offence	Disposal

### DECLARATION

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

I understand if I am offered a post which is exempt from the Rehabilitation of Offenders Act 1974 (as amended) I will be subject to a disclosure check at the appropriate level, before the appointment is confirmed.

Signature .....

Date .....

Full Name (block capitals) .....

**NB:** The information given in this form will be treated in the strictest confidence. If sending your application in the post, please enclose it in a sealed envelope, marked 'Private and Confidential' with your completed application form. Otherwise, please attach to your email as a separate document. Information about an applicant's criminal record will only be looked at if the applicant has been shortlisted and invited for interview. Information about applicants who have not been invited for interview will be destroyed unseen.