



Drumchapel Citizen's Advice Bureau (CAB)

CRIMINAL CONVICTIONS – DECLARATION FORM

FOR POSTS NOT REQUIRING DISCLOSURE CHECK OR PVG SCHEME CHECK

Private and Confidential

You have been selected to attend an interview and, under the terms of the Rehabilitation of Offenders Act 1974, you are required to disclose criminal convictions that are unspent (current). Please give details regarding unspent convictions under the headings in Section 1.

Citizens Advice Bureaux, as part of their equal opportunities policy, welcomes applications from ex-offenders. Some of our posts, for example, those concerned with working directly with handling money, involve matters where an ex-offender might be in a potentially vulnerable position unless consideration of the person's background has been made at the outset. For this reason, we ask short-listed candidates to provide the following information.

If you have no unspent convictions please go to Section 2 and sign the declaration form.

Section 1: Unspent convictions

- a) When did the offence take place?
- b) What were you charged with?
- c) What sentence did you receive?
- d) What were your circumstances at the time (e.g. financial, family etc)
- e) What have you learned from the experience?
- f) What is your present situation and your future expectations?

Are you at present the subject of criminal charges?

Yes

No

If yes, please give details.

Section 2: Declaration

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

Signature Date

Note- the information given in this form will be treated in the strictest confidence. Please seal this form in the addressed envelope provided and return it with your application form. If you are not selected for interview, the envelope will be returned to you unopened.

If you have declared a criminal conviction and the panel believes this to have a bearing on the requirements of the post, they will discuss the matter with you at the interview. If the panel does not raise a declared conviction with you, you can be assured that they have taken the view that it should not be taken into account in deciding your suitability for the post.

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