CRIMINAL CONVICTIONS DECLARATION FORM

**DECLARATION**

*Please read the guidance notes before answering the declaration and tick the appropriate statement:*

1. Have you ever been convicted of a criminal offence?
2. Do you have a court appearance pending or have you been charged by the Police for a criminal offence?

Yes☐ No☐

Yes☐ No☐

If you answered YES to A or B above, please supply the following details:

**CONFIDENTIAL**

|  |
| --- |
| **PERSONAL INFORMATION** |
| Surname |  |
| Forename(s) | Title |  |
| Date of Birth | Place of Birth |  |
| AddressPostcode |  |

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

**I CERTIFY THAT:**

I have read the Guidance Notes overleaf and have not withheld information that may affect my application for appointment. I understand that false information or omissions may lead to dismissal. The information supplied above may be verified by the University.

**Data Protection Act 1998**

I consent to the information which I have provided on this form being used by the Human Resources Managers in the decision-making process which may include requesting a criminal records check for certain posts. <https://www.gov.uk/data-protection>

If you are appointed to a post, this form is filed in your personal file. If you are unsuccessful, the form will be retained with the papers relating to the vacancy and kept for 6 months before being confidentially destroyed.

Signature:

Date:

REHABILITATION OF OFFENDERS ACT 1974 (EXCEPTIONS) ORDER AS AMENDED GUIDANCE NOTES FOR CRIMINAL CONVICTIONS DECLARATION FORM

|  |
| --- |
| **PLEASE READ CAREFULLY** |
| 1. If you need help or advice in completing this form, you can seek advice from a suitable pers on e.g. Citizens Advice Bureau, Solicitor or Trade Union representative.
2. Every candidate invited to attend for interview must complete this form whether they have a previous conviction or not.
3. The information requested has been kept separate from the application form to protect confidentiality. You should complete the form and send it to the Human Resources Department, sealed in the envelope provided. The appropriate Human Resources Manager will contact you if they require any further information. It will not be shown to the Interview Panel.
4. Candidates who have previously been convicted of a criminal offence.
	1. Any details that you provide will be treated in the strictest confidence and will not automatically exclude you from being considered for this or any other vacancy.
	2. If you have applied for a post which has been advertised as “excepted” this means that you are not entitled to withhold information on a criminal conviction on the grounds that it is “spent” or forgotten under the Rehabilitation of Offenders Act 1974. You must provide information on page 1. Convictions within the armed services, outwith the United Kingdom and disciplinary action by certain professional bodies must also be included.
	3. If the advertised post is not “excepted”, you are entitled to withhold information about any “spent” convictions. Information about what is a spent conviction is given below. Convictions within the Armed Services, outwith the United Kingdom or disciplinary action by certain professional bodies must also be included unless they are regarded as “spent” under the Act.

**What is a Spent Conviction?*** + 1. Sentences of more than 2 ½ years can never become spent. Other sentences become spent after fixed periods from the date of conviction. For a custodial sentence, the length of time actually served is irrelevant, the rehabilitation period is decided by the original sentence and begins on the date of conviction.
		2. The length of a rehabilitation period depends on the sentence as outlined below.
 |
| **SENTENCE** | **REHABILITATION PERIOD** |
|  | **People aged 18+ when convicted** | **People under 18 when****convicted** |
| Prison (immediate or suspended sentence) or youth custody of more than 6 months and not exceeding 2 ½ years | 10 years | 5 years |
| Prison (immediate or suspended sentence) or youth custody 6 months or less | 7 years | 3 ½ years |
| Fine/Community Service Order/Supervised Attendance Order | 5 years | 2 ½ years |
| Absolute discharge/Admonished | 6 months | 6 months |
| Probation after 5 February 1995 | 5 years | 2 ½ years or length of probation whichever is longer |
| **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 of 6 months to 2 ½ years | 5 years |
| Detention of under 6 months | 3 years |
| **With some sentences, the rehabilitation period varies. These are:** |
| **SENTENCE** | **REHABILITATION PERIOD** |
| Probation before 5 February 1995, Supervision Order, Conditional Discharge, Bind-over or Hospital Order under the Mental Health Act | 1 year, or until the order expires (whichever is longer) |
| Attendance Centre orders | 1 year after the order expires |
| Orders imposing a disqualification, disability or prohibition | Until the order expires |