Criminal record self-declaration form for jobs covered by the Rehabilitation of Offenders Act (ROA)

This form must be completed by all applicants. The information disclosed on this form will not be kept with your application form during the application process.

**Policy statement on recruiting applicants with criminal records**

CLAPA recognises the contribution that ex-offenders can make as employees and volunteers and we welcome applications from them. A person’s criminal record will not, in itself, prevent a person from being appointed to this post. Any information given will be treated in the strictest confidence. Suitable applicants will not be refused posts because of offences which are not relevant to, and do not place them at or make them a risk in, the role for which they are applying.

All cases will be examined on an individual basis and will take the following into consideration:

• Whether the conditional caution or conviction is relevant to the position applied for

• The seriousness of any offence revealed

• The age of the applicant at the time of the offence(s)

• The length of time since the offence(s) occurred

• Whether the applicant has a pattern of offending behaviour

• The circumstances surrounding the offence(s) and the explanation(s) offered by the person concerned

• Whether the applicant’s circumstances have changed since the offending behaviour.

It’s important that applicants understand that failure to disclose all **unspent** **conditional** **cautions or** **convictions** could result in disciplinary proceedings or dismissal. Further advice and guidance on disclosing a criminal record can be obtained from [**Nacro**](https://www.nacro.org.uk).

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| --- | --- |
| **Full name**  |       |
| **Post applied for** |       |
| This post is covered by the Rehabilitation of Offenders Act 1974, Rehabilitation of Offenders Act (Exclusions and Exceptions) (Scotland) Amendment Order 2020. We only ask applicants to disclose **conditional cautions or** **convictions** which are not yet spent under the Rehabilitation of Offenders Act 1974. If you are not sure whether your offences are spent, please contact [**Nacro**](https://www.nacro.org.uk/) for further advice.Do you have any **unspent** **conditional cautions or** **convictions**? **Yes** **[ ]  No** **[ ]** If you have answered yes, you now have **two** options on how to disclose your criminal record.**Option A:** Please provide details of your criminal record in the space below.     **Option B:** You can disclose your record in a written statement provided that you tick the box below and attach the disclosure statement stapled to this form in an envelope. The envelope should be marked **CONFIDENTIAL** and state your name and the details of the post you are applying for.I have attached details of my criminal record separately **[ ]**  |
| **DECLARATION**I declare that the information provided on/with this form is correct. I understand that the declaration of a criminal record will not necessarily prevent me from being offered this role at CLAPA. |
| **Signed:** |  | **Date:** |  |

**Please return this form to:**

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