**Age UK Islington**

**Job Application Pack: CRIMINAL CONVICTIONS DECLARATION FORM**

**SECTION 1 When and How to Complete this Form:**

If invited for interview you will be asked to complete this Criminal Convictions disclosure form. Fill in your name and the Job Application Reference details in Section 3 and complete the declaration section below. Sign and date the form. You should then seal it an envelope marked with your name and the Job Application and hand it to the interviewing manager.

**SECTION 2 Why we ask for this information:**

All staff who are employed by Age UK Islington are recruited reflecting the current legislation relevant to Safeguarding and the list of roles eligible for Disclosure and Barring checks.

The [Safeguarding Vulnerable Groups Act 2006](http://www.legislation.gov.uk/ukpga/2006/47/contents) set out the scope and operation of the vetting and barring scheme. The Criminal Records Bureau was established under [Part V of the Police Act 1997](http://www.legislation.gov.uk/ukpga/1997/50/part/V). [Part 5 of the Protection of Freedoms Act 2012](http://www.legislation.gov.uk/ukpga/2012/9/part/5/enacted) covers the reduction in scope of the definition of regulated activity, new services provided by the DBS, and disregarding convictions and cautions for consensual gay sex.

Past criminal proceedings are seldom an obstacle to taking up a post. This occurs only where the offence/s is/are deemed relevant. But honest disclosure is essential: failure to disclose any past convictions, cautions, etc, would disqualify you from holding the post.

**SECTION 3 Please complete the following:**

**Job Application Reference**: *(shown at top right of the application form*)

**Applicant Name:** *(print your name)*

**Details and declaration:**

Do you have any unspent convictions, cautions, reprimands or warnings? **YES / NO**

If you have answered YES please give details below. Depending on the nature of the case, this will not necessarily count against you. If you need more space please complete and sign a separate sheet.

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| --- | --- |
| **Date** | **Details** |
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I declare that the information provided on this form and all other information provided in support of my application is true and complete to the best of my knowledge and belief.

I understand that any false or omitted information may result in failure to appoint, or in dismissal or other disciplinary action if I am appointed.

**Signed:………………………… Date: ………………..**

**What to do now.**

Seal the completed and signed form in an envelope and hand to the interviewing manager, who will forward it to the Appointing Manager. Any information given will be treated in complete confidence by the Appointing Manager. Honestly disclosed previous offences are seldom an obstacle to holding a post.