### Declaration of Criminal Offences

The Rehabilitation of Offenders Act (1974) helps rehabilitate ex-offenders back into work by allowing them not to declare criminal convictions to employers after the rehabilitation period set by the Court has elapsed and convictions have been spent.

As this post is one covered by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 both spent and unspent convictions must be declared.

If you are applying for a post involving access to Children, Young People or Vulnerable Adults, any offer of employment will be subject to receipt of a satisfactory disclosure check from the Disclosure and Barring Service. Failure to reveal any information relating to convictions could lead to the withdrawal of an offer of employment.

If you have no convictions, please write ‘None’ or complete the table below. If you have any queries about the completion of the form, please contact Human Resources.

| **Nature of Offence(s)** | **Name of Court and Date of Conviction Sentence(s)** |
| --- | --- |
|  |  |
|  |  |
|  |  |

All information will be treated in the strictest confidence. Following receipt of this form you may be contacted to discuss the information you have given.

By submitting this form I declare that:

* I certify to the best of my knowledge, the information on this form is true and accurate.
* I understand that if the information I have supplied is false, misleading or incomplete in any way, it may automatically disqualify me from the appointment or may render me liable to instant dismissal without notice.

Having a criminal record will not necessarily bar you from working with us. It will depend on the nature of the position and the circumstances and background of your offences.

Please complete this form and send it with your application to **Human.Resources@eastherts.gov.uk**