

Rehabilitation of Offenders Act 1974 Declaration Form

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. Failure to complete the declaration may render your application at ellenor invalid or for your offer of employment to be withdrawn for failure to disclose a declaration.

Statement on Recruiting Applicants with Criminal Records

ellenor recognise the contribution that ex-offenders can make as employees and volunteers and welcome applications from them. A person's criminal record will not, in itself, debar that person from being appointed to a post. 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.

Advice to applicants:

Please complete this disclosure form as accurately as possible and return in an email marked "confidential" to hr@ellenor.org. The information will not be discussed at the interview itself.

Prior to confirming an offer of employment, a designated senior manager will decide the relevance of the conviction in relation to the post being applied for.

A separate arrangement will be made with you to discuss the conviction in greater detail only if you have been successful at interview and if the conviction is potentially relevant to the post.

An offer of employment may be withheld or withdrawn on the basis of a criminal conviction where information has been knowingly withheld or where the nature of the offence is relevant to the post and would impact detrimentally on the charity, the applicant's ability to carry out the function of the role or would impact detrimentally for the care of patients, or employees.

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Surname:		Forename:	
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Position applied for:	
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This post is not exempt from the Rehabilitation of Offenders Act 1974. We only ask applicants to disclose convictions which are not yet spent under the Rehabilitation of Offenders Act 1974.

Do you have any unspent convictions? Yes No

If you have answered yes, you now have two options on how to disclose your criminal record.

Option 1: Please provide details of your criminal record in the space below including any other information you feel may be relevant such as:

- The circumstances of the offence
- A comment on the sentence received
- Any relevant developments in your situation since then
- Whether or not you feel the conviction has relevance to the post.

Option 2: You can disclose your record under a separate cover provided that you mark a cross on the line below and attach the details in an envelope stapled to this form. The envelope should be marked CONFIDENTIAL and state your name and the details of the post.

I have attached details of my conviction separately_____ (Please mark with an X if appropriate.)

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DECLARATION

I declare that the information provided on this form is correct. I understand that the declaration of a criminal record will not necessarily prevent me from being offered this role at ellenor Hospice.

Signed: _____

Date: _____

Please return this form to:

Head of HR, ellenor, 44 High Street, Swanscombe, DA10 0AB or hr@ellenor.org