



APPLICATION FOR EMPLOYMENT DISCLOSURE OF CRIMINAL RECORD

Due to the sensitive nature of this post you are required to disclose details of any criminal record. The post you have applied for is excepted from the Rehabilitation of Offenders Act 1974, which means that all convictions, cautions, reprimands and final warnings on your criminal record need to be disclosed. Applicants for this post are not entitled to withhold information about convictions which for other purposes are spent under the provisions of the Act.

In all cases, and prior to confirming an offer of appointment, we obtain either an Enhanced or Standard 'Disclosure' from the Criminal Records Bureau. If you are shortlisted for interview you will be sent the Disclosure application form and guidance notes. The CRB has a detailed Code of Practice which we, as a CRB Registered Body, have to comply with, and if you request it we can provide you with a copy or you can access it at www.disclosure.gov.uk.

Our policy on the employment of people with criminal records

Our policy is to use the CRB Disclosure service to assess applicants' suitability for positions of trust, to comply fully with the CRB Code of Practice, and to treat all applicants for positions fairly. We undertake not to discriminate unfairly against any subject of a Disclosure on the basis of conviction or other information revealed.

The Service ensures that all those in the Brothers of Charity Services who are involved in the recruitment process have suitable guidance to identify and assess the relevance and circumstances of offences. It also ensures that they have received appropriate guidance on the relevant legislation relating to the employment of ex-offenders, e.g. the Rehabilitation of Offenders Act 1974.

The Service undertakes to discuss any matter revealed in a Disclosure with the person seeking the position before withdrawing a conditional offer of employment.

As an organisation using the Criminal Records Bureau (CRB) Disclosure service to help assess the suitability of applicants for positions of trust, the Brothers of Charity Services complies fully with the CRB Code of Practice regarding the correct handling, use, storage, retention and disposal of Disclosures and Disclosure information. It also complies fully with its obligations under the Data Protection Act and other relevant legislation pertaining to the safe handling, use, storage, retention and disposal of Disclosure information and has a written policy on these matters, which is available to those who wish to see it on request.

People with criminal records, applying for posts with us, will be treated according to their merits and to any special criteria of the post. Where a criminal record is indicated on the reverse of this form this will be examined at the interview stage.

Having a criminal record will not necessarily bar you from working with us. This will depend on the nature of the position and the circumstances and background of your offence. Please do not automatically disqualify yourself from applying for the post on the basis that you have a criminal record.

IMPORTANT Please ensure you fill in the relevant section on the application form.