



# Sefton CVS

Supporting Local Communities

## PLEASE NOTE

The information you provide on this form will be treated as strictly confidential by Sefton CVS. Please complete the form where marked and insert it into an envelope marked “Conviction Declaration – For the attention of the Human Resources Department only” and return it with your application. The envelope will only be opened and this form considered if the other information you provide indicates that you are a suitable candidate for the post.

## Unspent Criminal Convictions

The Rehabilitation of Offenders Act 1974 (as amended) helps rehabilitated ex-offenders back into work by allowing them not to declare criminal convictions after the rehabilitation period set by the Court has elapsed and the convictions become 'spent'. During the rehabilitation period, convictions are referred to as 'unspent' convictions and should be disclosed to employers if asked for.

Sefton CVS shall not discriminate against applicants on the basis of a criminal conviction or other information declared.

You are required to declare all current 'unspent' criminal convictions or cautions (including reprimands and final warnings). You are not required to disclose convictions or cautions which have become 'spent'. Answering 'yes' to the question below will not necessarily bar you from appointment. This will depend on the relevance of the information you provide in respect of the nature of the position for which you are applying and the particular circumstances.

Are you currently bound over or do you have any current 'unspent' convictions or cautions (including reprimands or warnings) that have been issued by a Court or Court-Martial in the United Kingdom or in any other country?

Yes

No

## Spent Criminal Convictions

Sefton Council for Voluntary Service (CVS)  
Registered Charity No. 1024546. Company Limited by Guarantee No. 2832920.  
Suite 3B, 3rd Floor, North Wing, Burlington House, Crosby Road North, Waterloo, L22 0LG  
Tel: (0151) 920 0726 Email: mail@seftoncvcs.org.uk

There are a number of posts within Sefton CVS that are exempt from the provisions of the Rehabilitation of Offenders Act 1974 (as amended). As the post you have applied for falls within this category we are entitled to ask you for details of any spent convictions.

Applicants for such exempt posts are not entitled to withhold any information about convictions or other relevant criminal record information which for other purposes are 'spent' under the provisions of the Act. If you are successful with this application, a failure to disclose such information could result in dismissal or disciplinary action. Any information provided will be confidential and will be considered only in relation to posts to which the Order applies. We reserve the right to undertake a standard check with the Disclosure and Barring Service prior to confirming the appointment of an applicant in order to confirm the existence or not of spent convictions. Our policy on the suitability of ex-offenders is available on request from the Human Resources department.

Are you currently bound over or have you ever been convicted of any offence by a Court or Court-Martial in the United Kingdom or in any other country?

Yes

No

If YES, please include details of the order binding you over and/or the nature of the offence, the penalty, sentence or order of the Court, and the date and place of the Court hearing. Please note: you do not need to tell us about parking offences.

### **Working with Children or Vulnerable Adults (“Regulated Activity”)**

We require all individuals applying for positions which involve 'regulated activity' to have an enhanced criminal record check with a check against the barred lists for working with children and/or vulnerable adults. The full definition of 'regulated activity' is defined in full under the Safeguarding Vulnerable Groups Act 2006 (as amended by the Protection of Freedoms Act 2012) which came into force on 10 September 2012.

**If you have been barred from working with children or with vulnerable adults, you should not apply for any post which involves regulated activity as doing so may constitute a criminal offence.**