DISCLOSURE FORM - Age UK Enfield

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| **EMPLOYMENT OF EX-OFFENDERS AND** REHABILITATION OF OFFENDERS ACT 1974 | FORM NO |

Because of the nature of the work for which you are applying, this post is exempt from the provisions of Section 4(2) of the Rehabilitation of Offenders Act 1974 by virtue of the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975. Applicants are, therefore, not entitled to withhold any information about convictions which for the purposes are ‘spent’ under the provisions of the Act.

In the event of employment, any failure to disclose such convictions could result in dismissal or disciplinary action by Age UK Enfield. Any information you give us about convictions will be kept confidential and will only be considered in relation to the job for which you are applying.

Age UK Enfield only requires potential applicants to complete any details of spent convictions that fall within the following relevant categories:

1. offences of a sexual nature
2. offences involving minors under the age of 18, or older people over the age of 60
3. drug trafficking
4. theft, burglary, fraud or similar offences which occurred within the previous 5 years and where the conviction is not yet ‘spent’ under the terms of the Rehabilitation of Offenders Act
5. offences which involved the use of threats or violence

Therefore, if you have been convicted of a criminal offence in the past (including any conviction in a Court of Law outside Great Britain) you must give details (conviction, date and sentence).

All information supplied by candidates will be treated in strict confidence. Where a candidate has a conviction we reserve the right to make further enquiries before reaching a decision on her or his application.

All candidates will be entitled to expect confidentiality for information supplied at the time of the application about past convictions and any unauthorised disclosure of this information or

related discrimination will be treated as a very serious matter by Age UK Enfield management.

### PLEASE ANSWER THE FOLLOWING QUESTION

**Have you ever been convicted of a criminal offence? YES / NO**

**Name in CAPS:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Signed:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Dated:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

If you have been convicted of a criminal offence, please enclose details in a sealed envelope, with a stamped addressed envelope. This will be returned to you **unopened** in the event that you are not considered for appointment to the post.

DisclosureFormEx-OffendersFeb2013 Version 2