**Criminal Convictions Disclosure**

As our work involves some vulnerable adults the post holder will be subject to a Criminal Record Bureau check. You are invited to disclose any spent or unspent criminal convictions you may have. Please note that declaration of any convictions does not automatically mean that you will not be considered for the post. Our short-listing process will focus on your abilities, skills, experience and qualifications and any convictions will be considered only in relation to their relevance to the post and risk imposed. However, if you fail to declare at this point a conviction which later comes to light then you will be dismissed from the post.

You may return this information to the Chief Executive of Age UK West Sussex under separate cover (mark the envelope confidential). All information will be handled in compliance with current data protection law and will be disclosed to a third only party only on a ‘need to know’ basis. If your application is unsuccessful, this information will be destroyed.

**Please ensure that you let us know either way with regards to the below question**:

**Criminal Convictions Disclosure**

Do you have any convictions that are spent or unspent? Yes No

If you answered yes, please complete the information below, returning it with your application form or separately as detailed on that sheet.

|  |  |
| --- | --- |
| Position Applied for……………………………………………………………………………………… | |
| Your name |  |
| Address |  |
|  | |
|  | |
|  | |

**Spent and unspent convictions including any cautions, bind-overs, warnings or reprimands issued**

|  |  |  |
| --- | --- | --- |
| **Date of Conviction** | **Type of Offence** | **Penalty Imposed** |
|  |  |  |