The Rehabilitation of Offenders Act 1974 makes it illegal for employers or prospective employers to take into account offences from which the person concerned is deemed to be rehabilitated. This means that after a certain period of time (which will depend on the offence and the length and severity of the punishment) the person concerned is to be assessed as if the conviction had never taken place.

There are however, exceptions to this where all previous offences can be disclosed. This includes employment that enables access to vulnerable persons such as is the case with posts that are available within Age UK Wigan Borough.

The post you have applied for is exempt from the Rehabilitation of Offenders Act 1974 and therefore requires you to disclose relevant offences as detailed below.

**In relation to this, please complete the attached form and return it in the envelope provided. This will be treated in the strictest confidence in line with our DBS and Criminal Convictions Policy, a copy of which can be made available on request.**

**Equality of Opportunity**

Age UK Wigan Borough is committed to the fair treatment of its staff, potential staff, volunteers or users of its services, regardless of race, gender, religion, sexual orientation, age, responsibilities for dependants, physical or mental disability or offending background.

We actively promote equality of opportunity for all with the right skills talent or potential and welcome applications from a wide range of candidates, including those with criminal records. Having a criminal record will not necessarily bar an applicant from working for Age UK Wigan Borough; the nature of the disclosed conviction and its relevance to the post in question will be considered. We select all candidates based on their skills qualifications and experience and will not discriminate unfairly against applicants with a criminal record.

However Age UK Wigan Borough recognises that it has a duty to its service users and the wider community to take account of offences that have a direct bearing on a candidate’s suitability for a particular post. For this reason we require all applicants to provide information on all unspent convictions. This includes cautions, reprimands, warnings and any pending criminal charges.