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 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

* All unspent conditional cautions or convictions under the Rehabilitation of Offenders Act 1974;
* All unspent adult cautions (simple or conditional) or spent convictions that are not ‘protected’ as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended).

If we are minded to offer you the role, we will require more information to support our decision. Any provisional offer of employment will be subject to a disclosure under the Disclosure and Barring Service.

All cases will be examined on an individual basis and will take the following into consideration:

* Whether the conviction is relevant to the position applied for.
* The seriousness of any offence revealed.
* Your age at the time of the offence(s).
* The length of time since the offence(s) occurred.
* Whether the applicant has a pattern of offending behaviour.
* The circumstance surrounding the offence(s) and the explanation(s) provided.
* Whether your circumstances have changed since the offending behaviour.

It is important that applicants understand that failure to disclose all cautions, convictions, reprimands or final warnings that are not protected could result in disciplinary proceedings or dismissal.

For more information, please go to nacro.org.uk or contact Nacro on 0300 123 1999 or email [helpline@nacro.org.uk](mailto:helpline@nacro.org.uk).

**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 age, disability, gender, gender reassignment, HIV status, marital/civil partnership status, race, religion/belief, sexual orientation, pregnancy/maternity or any other individual characteristic which may limit a person’s opportunities in life.

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 the information above.