

WOKINGHAM DISTRICT COUNCIL

STRICTLY CONFIDENTIAL

**ADDITIONAL JOB APPLICATION QUESTION -
DISCLOSURE OF CRIMINAL BACKGROUND**

The Council has an obligation to ensure as far as possible that persons (either employed or as volunteers) who work with children or vulnerable adults in Council services are suitable to undertake such a role. For this reason you are required to disclose if you have any convictions or cautions, so they may be taken into account when your application is considered.

The explanatory notes overleaf give further information on the factors that will be taken into account when determining whether any conviction(s) may be considered relevant to your application. You are invited to read the before answering this question.

Under relevant legislation (the Rehabilitation of Offenders Act 1974 & Exceptions Order 1975) you must disclose **any** convictions you may have even if they would otherwise be regarded as "spent" under this Act, and any cautions or bindovers. Any information you give will be treated in strictest confidence and will only be taken into account in relation to this application.

In answering the following question you must disclose details of all convictions and cautions, including "spent" convictions.

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

If YES, please give details of all convictions and cautions, including "spent" convictions and cautions.

.....
.....

DECLARATION

The information I have provided is correct to the best of my knowledge. I understand that false information may render me liable for dismissal if appointed.

Signed..... Date.....

Print name (capitals).....

Position applied for.....

(When you have answered the above question please return this additional sheet with your application form. If you have disclosed conviction information please place this sheet in a separate sealed envelope marked with: Your name & position applied for, and the following: Disclosure information, Strictly confidential. This will ensure that only persons directly concerned with reaching a recruitment decision in respect of the position applied for will view conviction information.)

EXPLANATORY NOTE TO APPLICANTS AND STATEMENT OF POLICY ON THE RECRUITMENT OF PERSONS WITH A CRIMINAL CONVICTION

The position for which you are applying involves substantial access to children or vulnerable adults. It is therefore exempt from the Rehabilitation of Offenders Act 1974, and you are required to declare any convictions you may have, even if they would otherwise be regarded as "spent" under this Act, and any cautions or bindovers. The information you give will be treated in confidence and will only be taken into account in relation to an application where the exemption applies.

The disclosure of a criminal record will not debar you from appointment unless the selection panel, having considered carefully the following factors, determine that the conviction renders you unsuitable for appointment. The factors to be taken into account are: a. the responsibilities of the position, b. the vulnerability of children or adults supported, c. the nature of the offence(s), d. the number and pattern of offences (if there is more than one), e. how long ago the offence(s) occurred, f. the age of the offender when the offence(s) occurred.

Under government regulations the Council is able (with your consent), to access records of criminal convictions to verify the information you supply. In the event of an offer of employment your written permission will be sought for this check to be undertaken with the Criminal Records Bureau. (The Bureau is an executive arm of the Home Office which carries out criminal conviction checks for employers.) If you do not give your permission it will not be possible to consider your application further. Further information about the Bureau will be sent to you when your written permission for the check is sought. Information on the Bureau can also be accessed on the Internet at: www.disclosure.gov.uk.

As part of its checking procedure the Bureau will also check registers of persons found to be unsuitable to work with vulnerable people which are maintained by the Department of Health and the Department of Education and Skills.

Information received from the Bureau will be kept in strict confidence and will be destroyed following the recruitment decision. (Information will be retained for a short period after the selection process has been completed in case the applicant or the appointing manager has any queries concerning the information). You will be sent directly the results of your check by the Bureau.

If the Bureau check discloses a conviction which you had failed to declare this may disqualify you from appointment, or result in summary dismissal if the discrepancy comes to light after appointment.

If you would like to discuss in confidence whether a conviction you have may debar you from working with children or vulnerable adults please contact the HR Service and ask to speak to an HR Officer on this matter, at the address below:

Human Resources Service
Wokingham District Council
Shute End
Wokingham
Berks
RG40 1WQ

Tel. 0118 974 6085