

**Criminal Conviction Declaration**

This form must be completed by all applicants, even where a police check (also known as a DBS), is not required. The information disclosed on this form will not be kept with your application form during the application process.

**Policy statement on recruiting applicants with criminal records**

This post is exempt from the Rehabilitation of Offenders Act 1974, therefore all applicants are required to declare any convictions, cautions, reprimands and final warnings that are not protected (i.e. that are not filtered out) as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013).

We recognise the contribution that ex-offenders can make as employees and volunteers and welcome applications from them. A person’s criminal record will not, in itself, debar that person from being appointed to this post. Any information given will be treated in the strictest confidence. Suitable applicants will not be refused posts because of offences which are not relevant to, and do not place them at or make them a risk in, the role for which they are applying.

All cases will be examined on an individual basis, taking the following into consideration:

* Whether the conviction is relevant to the position applied for
* The seriousness of any offence revealed
* The age of the applicant 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 circumstances surrounding the offence(s), and the explanation(s) offered by the person concerned
* Whether the applicant’s circumstances have changed since the offending behaviour

It is important that applicants understand that failure to disclose all ‘unspent’ convictions, could result in disciplinary proceedings or dismissal.

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| **Surname:** | Click or tap here to enter text. | **Forename:** | Click or tap here to enter text. | |
| Do you have any convictions, cautions, reprimands or final warnings which are not protected as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013)? | | | | Yes  No |
| If you have answered yes, please provide details of your criminal record in the space below:  Click or tap here to enter text. | | | | |
| **DECLARATION**  I declare that the information provided on this form is correct. I understand that the declaration of a criminal record will not necessarily prevent me from being offered this role at Green Action Trust.  Date: 22/01/2025 | | | | |

**Please return this form with your completed application via the portal link on the website. Alternatively, please email to** [**recruitment@greenactiontrust.org**](mailto:recruitment@greenactiontrust.org)**, marked CONFIDENTIAL and detailing the role applied for.**