

## Criminal record declaration form

You have been asked to complete this form because the role you have applied for is covered by the Rehabilitation of Offenders Act 1974. 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 covered by the Rehabilitation of Offenders Act 1974 and therefore applicants are required to declare:

- All unspent cautions and/or unspent convictions

For further information on how long it takes for cautions and convictions cautions to become spent, please refer to our guide on the [Rehabilitation of Offenders Act 1974](#).

We recognise the contribution that people with criminal records 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 and will take the following into consideration:

- Whether the caution or conviction is relevant to the position applied for.
- The seriousness of any offence revealed.
- The age of 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) provided.
- Whether the applicant's circumstances have changed since the offending behaviour.

It's important that applicants understand that failure to disclose all unspent cautions or convictions - regardless of whether they're convicted in the UK or abroad; and/or unspent criminal convictions or relevant service discipline convictions received within the Service Justice System (e.g. through Summary Hearing or Court Martial) - could result in disciplinary proceedings or dismissal.

You can use the MOJ Disclosure Checker [www.gov.uk/tell-employer-or-college-about-criminalrecord/check-your-conviction-caution](http://www.gov.uk/tell-employer-or-college-about-criminalrecord/check-your-conviction-caution) to find out whether your caution(s) and/or convictions are spent.

Further advice and guidance on disclosing criminal records can be obtained from [Nacro's Criminal Record Support Service](#).

If you are unsure about how to answer the questions on this form, please contact Nacro's Criminal Record Support Service on 0300 123 1999 or [helpline@nacro.org.uk](mailto:helpline@nacro.org.uk). You can also use MOJ Disclosure Checker. All enquiries to this service are confidential. You will not be asked for any personal details, unless you want information or advice sent to you.

<b>Surname:</b>		<b>First name:</b>	
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**Do you have any unspent convictions (please delete as appropriate)    Yes / No**

If you have answered yes, please provide details in the space below.

**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 Clergy Support Trust.

**Signed:**

**Date:**

**Please return this form with your CV and covering letter. Please also note the Privacy Statement overleaf.**

## Privacy statement

As an applicant for a job at Clergy Support Trust (“the Charity”), you agree that we hold your personal data to fulfil the legitimate interests of:

- assessing your application to work for the Charity
- facilitating the selection process
- communicating with you about your application

The categories of data relate to contact details, information included in your CV or cover letter, such as employment history, academic background, skills and competencies, personal interests and languages spoken, and names and contact details for references. Should you not be appointed to a job at the Charity, we will hold your data for a further six months, to comply with our legal obligations.

If you have any queries regarding your data privacy, please contact us via any of the following means:

Email: [help@clergysupport.org.uk](mailto:help@clergysupport.org.uk)

Phone: 020 7799 3696

Address: Clergy Support Trust, 1 Dean Trench Street, Westminster, London, SW1P 3HB

You have the right to ask us to provide you with your personal data, the right to have certain data erased or corrected, and conditional rights to restrict us from processing your data, and to object to us processing your data. You have the right to escalate any data privacy complaints to the Information Commissioner’s Office.