SELF-DISCLOSURE FORM FOR DECLARING CONVICTIONS

The Rehabilitation of Offenders Act (Exclusions and Exceptions) (Scotland) (as amended)

CARF has an obligation to assess whether there are any relevant convictions that may impact on a person’s ability to carry out the role that they have applied for, or which they hold within our organisation. **It is important to recognise that having a criminal record does not necessarily mean that someone cannot work or volunteer for our organisation.**

We will consider any information disclosed fairly and in accordance with the requirements of Rehabilitation of Offenders Act 1974.

The self-disclosure form should be returned separately from your application and will only be opened if you are provisionally offered the role. Any self-disclosure forms for unsuccessful candidates will be securely destroyed without being opened.

**Data Protection Act 2018 and GDPR**

The information given in this form will be treated in strict confidence. When completed, the document contains sensitive personal data as defined by the Data Protection Act and GDPR which will be used only for the purpose it was requested and handled in accordance with the Act.

**Unspent Convictions**

You must complete this section.

1. Do you have any unspent convictions?

Yes ☐

No ☐

If you have crossed yes, please provide details below.

All unspent convictions must be disclosed. Please provide details of any unspent convictions here:

|  |  |  |  |
| --- | --- | --- | --- |
| **Date** | **Court** | **Offence** | **Disposal** |
|  |  |  |  |
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**Spent Convictions**

This section should **only be completed** if you will be applying for a role that requires a PVG disclosure. You should not tell us about any convictions which were gained before the age of 12. **The job advert and job description will make it clear what type of disclosure, if any, is necessary.**

You should follow the guidance in the document entitled “Summary guidance for the self-disclosure of previous convictions and alternatives to prosecution in Scotland under the Rehabilitation of Offenders Act 1974 prior to completion of this section. This guidance can be accessed [here](https://www.gov.scot/publications/guidance-self-disclosure-previous-convictions-alternatives-prosecution-scotland-under-rehabilitation-offenders-act-1974/) and forms part of the CARF application pack and is relevant only for convictions in Scotland.

If you have any convictions detailed in the associated guidance and the extended disclosure period has not passed, please provide the information here:

|  |  |  |  |
| --- | --- | --- | --- |
| **Date** | **Court** | **Offence** | **Disposal** |
|  |  |  |  |
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**Conviction Disclosure Guidelines**

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| --- | --- | --- | --- |
| **Minor conviction** | **Conviction detailed in appendix 1 of guidance** | **Conviction detailed in appendix 2 of guidance** | **A custodial sentence more than 48 months** |
| Will be detailed for the rehabilitation period as detailed in Appendix 2 and Appendix 5. The conviction will not be detailed after it becomes spent. | Will be detailed for a minimum of 15 years (7½ years if under 18 at the time of conviction) and then, if spent, the individual can apply to have the information removed. | Will be detailed for a minimum of the rehabilitation period and then potentially for up to 15 (or 7½ years if under 18 at the time of conviction) from the date of conviction. After the initial rehabilitation period and if spent, the individual can apply to have the information removed.  The conviction will not be detailed after this period. | Never spent |

**Barred Lists**

This section should **only be completed** if the role you are applying for requires a PVG disclosure. **The job advert and job description will make it clear what type of disclosure, if any, is necessary.**

I understand that my role involves regulated work and confirm that I am not barred from the relevant regulated work group(s).

Date:

Signed:

**Declaration**

I certify that the information contained in this form is true and complete to the best of my knowledge and belief. I understand that any false information or omission in the information I have given may lead to the immediate suspension or termination of my volunteering or employment with the organisation.

I confirm that I have read and understood this declaration.

Full Name:

Address:

Date:

Signed: