

20A-30 Abington Street, Northampton, NN1 2AJ

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### REHABILITATION OF OFFENDERS

In order to protect vulnerable groups within society, there are a number of posts or professions which are exempt from the provisions of the Rehabilitation of Offenders Act.

This includes posts where, in the normal course of their duties, successful applicants will come into contact with persons in receipt of health services. The post you have applied for falls within this group and will be exempt from the provisions of the Rehabilitation of Offenders Act by virtue of the Rehabilitation of Offenders Act (Exceptions Order) 1975.

Applicants for employment are not, therefore, entitled to withhold information about convictions which are otherwise considered to be “spent” under the provisions of the Act and in the event of employment, any failure to disclose convictions could result in dismissal or disciplinary action by The Company if these are identified at a later date.

All information provided will be confidential and will be considered only in relation to the post for which the applicant has applied.

**Due to the nature of our work with vulnerable adults, you are required to complete this form and bring it with you to interview.**

I declare that:

**(Please answer by ticking the appropriate box)**

1. I am not currently the subject of any police investigation and / or prosecution in the UK or any other country. **Yes** [ ]  **No** [ ]
2. I have never been convicted of any criminal offence required by law to be disclosed, received a police caution in the UK, or a criminal conviction in any other country. **Yes** [ ]  **No** [ ]
3. I am not currently the subject of any investigation or proceedings by anybody having regulatory functions in relation to health / social care professionals including such a regulatory body in another country.

**Yes** [ ]  **No** [ ]

1. I have never been disqualified from the practice of a profession or required to practice it subject to specified limitations following a fitness to practice investigation by a regulatory body, in the UK or another country. **Yes** [ ]  **No** [ ]
2. Are you currently on probation, a conditional discharge or ‘bound over after being charged with any offence? **Yes** [ ]  **No** [ ]
3. Have you been charged with any offence which is yet to be considered by a Court? **Yes** [ ]  **No** [ ]
4. Please give the date, the place of the court hearing, the type of offence and the sentence and if appropriate the Probation Officer’s name to any of the above questions to which you haveanswered **YES. Yes** [ ]  **No** [ ]

|  |  |
| --- | --- |
| **Date** |  |
| **Place of Court Hearing** |  |
| **Type of Offence** |  |
| **Sentence** |  |
| **Name an contact details of Probation Officer** **(if any)** |  |

Signed: ………………………………………… Date: ………………….………

I certify that the information given in this application is true and accurate to the best of my knowledge. I also understand that if I am appointed and information is subsequently found to be false, I might be dismissed.

**Applicants Please Note:**

The presence of a criminal record should not, in isolation normally bar an applicant from employment. Where the CRB Disclosure shows details of past criminal records, the manager must contact the HR Manager or a Director for approval to continue with the appointment.

Where the disclosure check shows the presence of a criminal record, the service manager will arrange to meet the applicant to discuss the nature of the disclosure and whether this may be a significant factor in their appointment

The manager will consider any risks involved given the type of offence, frequency and timescales since the offence(s) before making any decision.

**A Summary of our policy on the use of the Disclosure Barring Service is available on request.**

**Declaration**

I confirm that the information I have given is, to the best of my knowledge, information and belief, true and complete. I understand that it may be treated as part of any subsequent contract of employment. I also understand that the data I have provided will only be seen by the relevant recruiting managers and Human Resources personnel and retained for six months.

Signed …………………………………………………….. Date …………………………………………….

Having a criminal record will not necessarily bar you from working with us – this will depend on the nature of the position and the circumstances and background of the offence(s).

**Please fold this form so that any convictions listed do not show.**