## Post Applied For: Charity Manager (34 Hours per week)

You are asked to indicate below whether or not you have any criminal convictions or proceedings pending against you.

Because of the nature of the work for which you are applying, this post is exempt from the provisions of Section 4 (2) of the Rehabilitation of Offenders Act 1974 as amended. Applicants are therefore not entitled to withhold information about convictions which for other purposes are ‘spent’ under the provisions of the Act.

Any failure to disclose all convictions or failure to give details of any criminal proceedings pending against you would invalidate your application, or in the event of employment, could result in dismissal in accordance with Youth 1st’s Disciplinary Procedure.

Any information given will be kept in strictest confidence and will be considered only in relation to your application for this post and if successful, your continued employment in a ‘sensitive post’. Please note that information provided about convictions, which are deemed irrelevant to the post for which you are applying will be **disregarded.**

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| Have you any convictions? YES NO  Are there any criminal proceedings pending against you? YES NO  If you answered yes to either question, please provide details below (You may continue overleaf) |
| * I have not withheld any information, which may affect my application. * I understand any false, misleading or omission of information may lead to my dismissal. * I understand the information supplied will be subject to checks.   Full Name (please print)  Previous Name(s) (where applicable)  Signature: ....................................................................... Date: .................................. |

**Code of Practice on the Recruitment of Staff/Volunteers who have Criminal Convictions**

1. We are committed to equality of opportunity, to following practices, and to providing a service which is free from unfair and unlawful discrimination. We ensure that no applicant or member of staff is subject to less favourable treatment on the grounds of gender, marital status, race colour, nationality, ethnic or national origins, age, sexual orientation, responsibilities for dependants, physical or mental disability, or offending background, or is disadvantaged by any condition which cannot be shown to be relevant to performance.
2. Fairway Fife actively promotes equality of opportunity for all with the right mix of talent, skills and potential and welcomes applications from a wide range of candidates, including those with criminal records. The selection of candidates for interview will be based on skills, qualifications and experience.
3. We will request PVG Scheme Membership only where this is considered proportionate and relevant to the particular position. This will be based on a thorough risk assessment of that position. Where a Disclosure is deemed necessary for a post or position, all application forms, job adverts, careers literature, website and any other appropriate literature will contain a statement that a Disclosure will be requested in the event of the individual being offered the position.
4. Where PVG Scheme Membership is to form part of the recruitment process, Fairway Fife will encourage all applicants selected for interview to provide details of their criminal record at an early stage in the application process. We ask that this information be sent under separate, confidential cover, to a designated person with Fairway Fife and we guarantee that this information will only be seen by those who need to see it as part of the recruitment process.
5. In line with the Rehabilitation of Offenders Act 1974, Fairway Fife will only ask about convictions which are defined as ‘unspent’ in terms of that Act, unless the nature of the position is such that we are entitled to ask questions about an individual’s entire criminal record.
6. At interview, or under separate discussion, we undertake to ensure an open and measured discussion on the subject of any offences or other matters that might be considered relevant for the position concerned. Failure to reveal information that is directly relevant to the position sought could lead to withdrawal of an offer of employment.
7. We undertake to discuss any matter revealed in a PVG Certificate with the subject of that Certificate before withdrawing a conditional offer of employment.
8. We ensure that all those in Fairway Fife who are involved in the recruitment process have been suitably trained to identify and assess the relevance and circumstances of offences. We also ensure that they have received appropriate guidance and training in the relevant legislation relating to employment of ex-offenders (e.g. the Rehabilitation of Offenders Act 1974).
9. Having a criminal record will not necessarily debar you from working with Fairway Fife. This will depend on the nature of the position, together with the circumstances and background of your offences.
10. All those who have legitimate access to such information will be required to comply fully with Fairway Fife’s confidentiality policy. In this instance people involved in the shortlisting and interviewing process and/or administering information will be required to retain such knowledge confidentially.
11. The implementation of the policy arrangements will be the responsibility of the Chairman. He/she will also undertake appropriate monitoring of such policy to ensure proper and consistent enforcement.

# **Supplementary Questions for Applicants with Disabilities**

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| Post Applied For:Surname: Initials: **Do you consider yourself to have a disability? YES NO** |

Fairway Fife welcomes applications from people who have or have had a disability. We will interview all applicants who have or have had a disability and meet the minimum essential criteria for the job.

The Equality Act 2010 makes it unlawful for an employer to discriminate against a disabled person in the field of employment.

The Act defines a disabled person as *someone with a physical or mental impairment, which has a* ***Substantial*** *and* ***Long-term Adverse Effect*** *on that person’s ability to carry out* ***Normal Day-to-Day Activities.***

**If you need assistance with this form**, please contact the person named on the Guidance Notes, to whom you should return this form, once completed, along with the main Application Form.

If you have a disability or an impairment which is covered by the Equality Act 2010, and you would require Fairway Fife to make **reasonable adjustment,** please answer the following questions. Otherwise you do not need to tell us of any disability or impairment you may have.

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| If you would like Fairway Fife to consider making **reasonable adjustments** in respect of the job for which you are applying, can you suggest what they may be in order that you might carry out the essential tasks of the job. |
| What arrangements do you require at the interview stage – wheelchair access, sign language interpreter, etc? |

**This information will not count against you** but will help us consider ways in which we can reasonably accommodate your needs.