

## **Criminal Convictions Declaration Form (Basic or No Disclosure)**

(For Jobs Not Requiring a Standard or Enhanced Disclosure Certificate)

The Rehabilitation of Offenders Act 1974 makes it unlawful for us to take account of offences which are spent. A spent conviction is one for which you are considered to be rehabilitated. The conviction becomes spent after a certain period of time (see over).

We ask you to tell us about unspent convictions, current charges or whether you are under investigation for a criminal offence on this form but the information you give us will only be taken account of if we consider it to be relevant to the job.

You should complete the form and sign it before sealing it in the envelope provided (sign it even if you have no convictions but write NO CONVICTIONS in the box). The envelope will only be opened and the information considered if you are selected for the job. If you have convictions, which would disqualify you from being appointed to the job, we will tell you that this is the case.

If your application is unsuccessful the envelope will be returned unopened.

Some professions are exempt from the Act and for these jobs all previous convictions should be disclosed, these include lawyers, accountants, teachers and jobs involving contact with children or adults at risk. If you have to disclose all convictions you will have been told about this in the job pack.

Please give details of unspent criminal convictions or charges pending below.

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I confirm that the information given above is accurate. I understand that providing inaccurate or misleading information could result in my dismissal or disciplinary action being taken against me if I am appointed.

Name:	
Signature:	Date:

## Rehabilitation of Offenders Act 1974

This Act allows a person to treat a conviction for which they are deemed to be rehabilitated as if it had never happened for employment purposes. After the rehabilitation period set out in the Act the conviction becomes spent, provided further offences have not been committed before the period has expired.

The main rehabilitation periods are set out below.

Sentence	Over 17 at time of sentence	17 or under at time of sentence
Custodial sentence between 6 months and 2½ years	10 years	5 years
Sentences of 6 months or less	7 years	3½ years

*(Also applies to suspended/deferred sentences.)*

A fine, community service order or Supervised Attendance Order	5 years	2½ years
Absolute discharge / Admonished	6 months	6 months

Probation sentence before 5 February 1995 (under Rehabilitation of Offenders Act 1974)	Until the Order expires (with a minimum of one Conditional Discharge year)	
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Sentence 5 February 1995 or after (under Criminal Justice and Public Order Act 1994)	5 years	2½ years or the length of the Order whichever is longer
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Sentence of discharge with public disgrace or dismissal with disgrace from Her Majesty's Service	10 years	5 years
Sentence of dismissal from Her Majesty's Service	7 years	3½ years
Any sentence of detention in respect of a conviction in Service disciplinary hearings whilst in Her Majesty's Service	5 years	2½ years

***Please note a sentence over 2½ years can never be spent***

Once a conviction is spent nothing can re-instate it. Where a further offence is committed during the rehabilitation period and it is treated as a summary offence the rehabilitation period is not affected. If the further offence is more serious then neither conviction will become spent until the longer rehabilitation has expired.