



## **CRIMINAL CONVICTION DECLARATION FORM FOR APPLICANTS**

Constance Care is fully committed to complying with the Code of Practice for Registered Persons and other recipients of Disclosure Information, issued by Disclosure Scotland for the purpose of assessing applicant's suitability for positions of trust.

Constance Care also undertakes to treat all applicants fairly and not to discriminate unfairly against the subject of a Disclosure certificate on the basis of conviction or other information revealed.

Therefore, although you will be asked, if invited for interview, to indicate any criminal record you may have, and to provide other relevant information, this will not necessarily debar you from working with Constance Care. This will depend on the nature of the position, together with the circumstances and background of your offence(s) or any other disclosure. Constance Care will assess your skills and experience for the post against the criteria contained within the Person Specification and from this assessment, applicants will be short-listed for interview.

If you are invited to interview we will ask that you complete the form on the reverse of this statement to assist us in discussing with you any criminal conviction(s) that you may have, or other relevant disclosures that you may have made. This form only requires to be completed if you are invited to attend for interview. The information about convictions we would like to see on the confidential form is a detailed account of the following:

- the seriousness of the offence
- the length of time since the offence or other matter occurred
- any pattern that you may have of offending behaviour or other relevant matters
- whether your circumstances have changed since the offending behaviour or other relevant matters occurred.

This form (containing the above information) must be sent in the stamped, addressed, strictly private and confidential envelope enclosed with the invitation to interview letter. If this is not possible you should bring your self disclosure form to the interview with you. The contents of the form will be discussed with you in more detail prior to interview and will help us to assess your suitability for the post. Any appointment to post thereafter would, however, still be subject to a satisfactory Disclosure certificate being issued by Disclosure Scotland.

If you are unsuccessful for the post following your interview the self disclosure form will be destroyed.



**STRICTLY CONFIDENTIAL**

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Name	
Post applied for	
Location	

Have you ever been convicted of a criminal offence, charged with an offence that you think relevant to disclose, or are you at present, the subject of criminal charges?

If **YES** please provide the following details:

Date(s) of conviction(s) and/or charge(s)	
Outcome of conviction(s) and/or charge(s)	

Please provide relevant details of the nature of the conviction(s) / charge(s)

"What have you learned from the above incident"

Failure to provide relevant information could lead to withdrawal of an offer of employment or termination of employment.

Signature: ..... Date: .....