

## CRIMINAL CONVICTIONS DECLARATION

The Elfrida Society employs staff to work in a variety of settings with children and with people with learning difficulties.

Therefore it is essential that we know about any criminal convictions that you may have. These posts are exempt from the provisions of Section 4(2) of the Rehabilitation of Offenders Act 1974 (exceptions) Order 1975. You are not, therefore entitled to withhold information about convictions which for other purposes are 'spent' under the provisions of the Act.

If you do have a criminal conviction it may not necessarily mean that we would not offer you a job. That would depend on the sort of record you have - what offences you were convicted of and how long ago it was.

What is essential is that we talk it through with you at or after the interview to find out how any criminal record you might have could affect this post.

If you are not shortlisted this form will be destroyed. All information on applicants is held confidentially by the agency.

Please tick one of the following and return this form with the application.

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I do not have any criminal convictions

I do have a criminal record and I realise that this will be discussed with me at interview if shortlisted.

I understand that failure to disclose any previous or future convictions would result in dismissal or disciplinary action.

Name (please print) .....

Signed .....

Date .....

Post applied for .....