**Strictly Private And Confidential Reference No.**

**Disclosure of Criminal Convictions under the Rehabilitation of Offenders (Exceptions) (N.Ireland) Order 1979 as amended in 2014.**

All applicants must complete this form and return in an envelope marked **confidential** to the **Office Manager.**

**Post applied for:** **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

(Please read the following information carefully and then answer the questions:

**Commitment for Fair USDT’s section**

Upper Springfield Development Trust (hereon in referred to as USDT) is an Equal Opportunities Employer; unprejudiced consideration will be given to all candidates for employment who declare criminal convictions unless the offence(s) is/are manifestly incompatible with the post in question. Any disclosure will be seen in the context of the job criteria, the nature of the offence and the responsibility for the care of existing clients and employees. A criminal record will not necessarily be a bar to obtaining a position within USDT’S. The information disclosed on the Disclosure of Criminal Convictions form or through an Access NI check will be considered in line with USDT’S’s Recruitment of Ex-Offenders Policy which is available on request.

**Rehabilitation of Offenders (Exceptions) Order (N.Ireland) 1979**

Because of the nature of the work you are applying for (staff employed by USDT will/may have substantial or unsupervised access to children and young people, older people and/or the mentally or physically disabled).

|  |  |  |
| --- | --- | --- |
| Do you have any convictions that are not ‘protected’ (as defined by the Rehabilitation of Offenders (exceptions) (N.Ireland) Order 1979, as amended in 2014)? | Yes | No |

If yes, please give details of date(s), offence(s) and sentence(s) passed:

|  |
| --- |
|  |

If you are applying for a post which involves contact with either children, young people or vulnerable adults, please also confirm that you are not listed on either of the following lists (as appropriate)

I confirm that I am not listed on the children’s barred list Yes No

I confirm that I am not listed on the adult’s barred list Yes No

**Notice to Applicants**

Please return the completed form confidentially. If you will be emailing your application form please post the criminal convictions form, mark the envelope strictly confidential and address it for the attention of **Jacqueline Fegan Office Manager only.**

After the interview stage and offer of appointment has been made all envelopes will be shredded.

I understand that the information provided will be treated in accordance with USDT’s handling, storage and disposal of disclosure information policy which is available on request.

I can confirm to the best of my knowledge, the information given on this form is true and complete.

**Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Warning: Failure to provide correct information may affect your application. We do not wish to exclude ex-offenders but we must ensure that the offence(s) that lead to conviction(s) is/are not manifestly incompatible with the post in question.