**Declaration of a criminal record**

As an organisation using the Disclosure and Barring Service (DBS) checking service to assess applicants’ suitability for positions of trust, North Devon Hospice complies fully with the DBS Code of Practice and undertakes to treat all applicants for positions fairly. A copy of the DBS Code of Practice is available on request or can be downloaded from the DBS website [www.gov.uk/government/publications/dbs-code-of-practice](http://www.gov.uk/government/publications/dbs-code-of-practice).

The hospice undertakes not to discriminate unfairly against any subject of a DBS check on the basis of a conviction or other information revealed. The disclosure of a criminal record or other offences will not necessarily bar an applicant from employment. A copy of our Recruitment of Ex-offenders Policy can be found at the end of this document.

As a provider of care to vulnerable adults the hospice can ask exempted questions by virtue of the Rehabilitation of Offenders Act (ROA) 1974 (Exceptions) Order 1975. The post you have applied for is **NOT** protected by the Rehabilitation of Offenders Act 1974 which means that you must disclose all unspent convictions, cautions, reprimands and final warnings and certain spent convictions and cautions on your criminal record. This applies to records either in the UK or abroad.

The amendments to the Exceptions Order 1975 (2013) provide that certain spent convictions and cautions are ‘protected’ and are not subject to disclosure to employers, and cannot be taken into account. Guidance and criteria on the filtering of these cautions and convictions can be found on the Disclosure and Barring Service website [www.gov.uk/government/publications/dbs-filtering-guidance](http://www.gov.uk/government/publications/dbs-filtering-guidance).

Failure to disclose previous convictions and/or cautions could result in the withdrawal of an offer of voluntary opportunities. Any information will be treated in the strictest confidence and will only be taken into account where relevant to the post. The information you provide will only be seen by those who need to see it as part of the recruitment process.

1. Do you have any convictions, cautions, reprimands or final warnings that are not ‘protected’ as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013)? YES / NO (Please delete as appropriate)

If yes, please give details

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1. Are you currently the subject of any police investigation and/or prosecution, in the UK or any other country? YES / NO (Please delete as appropriate)

If yes, please give details

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1. Are you currently the subject of any investigation or proceedings by any body having regulatory functions in relation to health / social care professionals including such a regulatory body in another country? YES / NO (Please delete as appropriate)

If yes, please give details

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1. Have you ever been disqualified from the practice of a profession or required to practice it subject to specified limitations following a fitness to practice investigation by a regulatory body, in the UK or another country? YES / NO (Please delete as appropriate)

If yes, please give details

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**I declare that the information given by me is true and complete.**

**I acknowledge that dishonesty or the giving of incorrect information on purpose may render this application and any subsequent volunteering invalid and subject to summary termination.**

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| --- | --- |
| Your name: |  |

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| Your signature: |  |  | Date: |  |

**Please note that if you are offered the position you have applied for, you will be required to undertake a disclosure check with the Disclosure and Barring Service. The level of disclosure for this post is detailed on our website. The offer of a voluntary position will be subject to the hospice receiving a satisfactory disclosure check.**

Please return your completed form, marked private and confidential, to the HR Department, North Devon Hospice, Deer Park, Barnstaple, North Devon, EX32 0HU



**Policy Statement on the Recruitment of Ex-offenders**

As an organisation using the Disclosure and Barring Service (DBS) checking service to assess applicants’ suitability for positions of trust, North Devon Hospice complies fully with the Code of Practice and undertakes to treat all applicants for positions fairly. It undertakes not to discriminate unfairly against any subject of a DBS check on the basis of a conviction or other information revealed.

North Devon Hospice is committed to the fair treatment of its staff, potential staff or users of its services, regardless of race, gender, religion, sexual orientation, responsibilities for dependants, age, physical/mental disability or offending background.

We have a written policy on the recruitment of ex-offenders, which is made available to all DBS applicants at the outset of the recruitment process.

We actively promote equality of opportunity for all with the right mix of talent, skills and potential and welcome applications from a wide range of candidates, including those with criminal records. We select all candidates for interview based on their skills, qualifications and experience.

A DBS check is only requested after a thorough risk assessment has indicated that one is both proportionate and relevant to the position concerned. For those positions where a DBS check is required, all application forms, job adverts and recruitment briefs will contain a statement that a DBS check will be requested in the event of the individual being offered the position.

Where a DBS check is to form part of the recruitment process, we encourage all applicants called for interview to provide details of their criminal record at an early stage in the application process. We request that this information is sent under separate, confidential cover, to a designated person within North Devon Hospice and we guarantee that this information will only be seen by those who need to see it as part of the recruitment process.

Unless the nature of the position allows North Devon Hospice to ask questions about your entire criminal record, we only ask about ‘unspent’ convictions as defined in the Rehabilitation of Offenders Act 1974.

We ensure that all those in North Devon Hospice 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 the employment of ex-offenders, e.g. the Rehabilitation of Offenders Act 1974.

At interview, or in a separate discussion, we ensure that an open and measured discussion takes place on the subject of any offences or other matter that might be relevant to the position. Failure to reveal information that is directly relevant to the position sought could lead to withdrawal of an offer of employment.

We make every subject of a DBS check aware of the existence of the Code of Practice and make a copy available on request.

We undertake to discuss any matter revealed in a DBS check with the person seeking the position before withdrawing a conditional offer of employment.