



Criminal Record Declaration Form
Statement on recruiting applicants with criminal records

We recognise the contribution that ex-offenders can make as employees and volunteers and welcome applications from them. A person's criminal record will not, in itself, debar that person from being appointed to this post. Suitable applicants will not be refused posts because of offences which are not relevant to, and do not place them at or make them a risk in, the role for which they are applying.

Under the terms of the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013) BU, as a prospective employer is entitled to ask any applicant invited for interview to disclose information about any conviction which is not "spent".

Convictions with a sentence of 4 years or less will become spent after a certain period of time. This is known as a 'rehabilitation period'. Its length depends on how severe the penalty was. Rehabilitation periods for England and Wales can be found online at <https://www.gov.uk/exoffenders-and-employment>

All cases will be examined on an individual basis and will take the following into consideration: whether the conviction is relevant to the position applied for; seriousness of any offence revealed; length of time since the offence(s) occurred; evidence of a pattern of offending behaviour; circumstances surrounding the offence(s) and the explanation(s) offered by the person concerned; and whether the applicant's circumstances have changed since the offending behaviour.

Please Answer this Question

This post is not exempt from the Rehabilitation of Offenders Act 1974. We only ask applicants to disclose convictions which are not yet spent under the Rehabilitation of Offenders Act 1974. If you are not sure whether your convictions are spent, please contact [Nacro](#) for further advice.

DO YOU HAVE ANY UNSPENT CONVICTIONS? YES/NO (PLEASE DELETE AS APPROPRIATE)

If "YES", please enclose details separately and confidentially to the [Head of Talent Acquisition](#).

Please note that the information you provide on this form will be treated confidentially.

I understand that the declaration of a criminal record will not necessarily prevent me from being offered this role at BU. I certify that my response to the above question I have given is correct and I understand that should I make an incorrect statement or willfully conceal any information on my convictions, I will, if appointed be liable to dismissal.

Full Name.....Date.....

PLEASE RETURN THIS FORM TO [HUMAN RESOURCES](#).