**Strictly Private And Confidential Reference No.**

**Disclosure of Criminal Convictions under the Rehabilitation of Offenders (Exceptions) Order (Northern Ireland) 1979**

All applicants must complete this form and return in an envelope marked **confidential** to the **Office Manager, USDT, 689 Springfield Road, Belfast, BT12 7FP.**

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

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

**Commitment for Fair Selection**

The Upper Springfield Development Trust 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. The information disclosed on the Disclosure of Criminal Convictions form or through an Access NI check will be considered in line with the Upper Springfield Development Trust’s Recruitment of Ex-Offenders Policy.

**Rehabilitation of Offenders (Exceptions) Order (Northern Ireland) 1979**

Because of the nature of the work you are applying for (staff employed by the Upper Springfield Development Trust 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) (Northern 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 place the completed form in a confidential envelope, sealed and return with your application form. If you have downloaded your application form and will be emailing it, please post the criminal convictions form, mark the envelope strictly confidential and address it for the attention of **the 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 Secure Handling of Sensitive Disclosure Information Policy.

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.