

CRIMINAL RECORDS CHECK

**(Please complete in type or black ink)**

**CONFIDENTIAL**

|  |
| --- |
| SECTION 1: PERSONAL DETAILS |
| Mr/Mrs/Ms/Miss (enter as applicable) |
| Surname |  |
| Full Forenames |  |
| Previous Surnames(eg Maiden Name) |  |
| Address |  |
| Postcode |  |
| Date of Birth |  |
| Place of Birth(Town/City) |  |
| National Insurance Number |  |
| Previous Addresses within the last 5 years |  |

#### SECTION 2: CONVICTIONS & ACCESS NI CHECK CONSENT

As an organisation that works with children and/or vulnerable adults it is Centre for Independent Living NI’s policy not to recruit staff without conducting a criminal records check. This is carried out on our behalf by the Access NI. This policy is in place to ensure that people who might be a risk to children and/or vulnerable adults are not appointed.

The check will tell us if you have a criminal record, or if Access NI has any other information about you which might show that you are not suitable for this type of employment. Any information given will be treated in the strictest confidence and we will talk to you about it before we make a final decision. After the decision is made the information will be destroyed.

We will only ask for the check if we are thinking of appointing you. However you **must** tell us now if you have ever been the subject of an abuse investigation or enquiry, convicted of a criminal offence, cautioned by the police, or bound over. You **must** tell us about **all** offences, even minor ones such as motoring offences. You **must** also tell us about ‘spent convictions’, that is, things that happened a long time ago. If you leave anything out it may affect your application.

Please complete the section below to give us this information and return it with your application. The form also asks you to give your written consent to the Access NI check. If you do not consent we will not accept your application.

|  |  |
| --- | --- |
| Do you have any prosecutions pending or have you ever been convicted in a court or cautioned by the police for any offence? | **YES / NO** |
| If YES, please give as much information as possible, including the offence, the date and the court that dealt with the matter. As this post will involve working with children/vulnerable adults you are required to disclose convictions which are considered “spent”. |

|  |  |
| --- | --- |
| Are you currently or have you ever been the subject of an abuse investigation or enquiry concerning the alleged mistreatment of children or vulnerable adults? | **YES / NO** |
| If YES, please give details of the allegation and subsequent investigation. |
| I understand that an Access NI check must be carried out before my appointment can be confirmed. This has been explained to me and I am aware that spent convictions may be disclosed. I declare that the information I have given is accurate and I consent to the check being made. |
| **SIGNATURE** |
| **DATE** |