**Self-Disclosure of Offences Form**

You have applied for a role with FosterTalk, which if offered, is subject to the Rehabilitation of Offenders Act 1974 or the Rehabilitation of Offenders (Exceptions)(Northern Ireland) Order 1979, as amended in 2014.

FosterTalk is therefore permitted to ask you to complete the following information which will remain sealed/unopened and destroyed in the instance that you are not successful in the role following interview. This information should include any convictions, cautions, reprimands, warnings, bind-overs, pending prosecutions or disqualifications.

If you are selected for the role, the form will be read.

If you disclose information this will then be subject to a risk assessment and depending upon the outcome of the risk assessment, the offer of employment may be withdrawn.

Please answer the following questions -

**England, Wales & Scotland -**

|  |  |
| --- | --- |
| *Do you have any unspent conditional cautions or convictions under the Rehabilitation of Offenders Act 1974? (Y/N)?* |  |
| *Do you have any adult cautions (simple or conditional) or spent convictions that are not protected as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (Amendment) (England and Wales) Order 2020? (Y/N)?”* |  |

*The amendments to the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013 and 2020) provides that when applying for certain jobs and activities, certain convictions and cautions are considered ‘protected’. This means that they do not need to be disclosed to employers, and if they are disclosed, employers cannot take them into account.*

**Northern Ireland**

|  |  |
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| *“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?” (Y/N)* |  |

Guidance about whether a conviction or caution should be disclosed can be found on the Ministry of Justice website <https://www.gov.uk/government/publications/new-guidance-on-the-rehabilitation-of-offenders-act-1974>

Alternatively for advice about what you need to disclose please see NACRO’s guide for applicants <https://3bx16p38bchl32s0e12di03h-wpengine.netdna-ssl.com/wp-content/uploads/2020/11/What-do-I-need-to-disclose-FINAL-DONE.pdf> or contact their Criminal Record Support Service (call 0300 123 1999 or email [helpline@nacro.org.uk](mailto:helpline@nacro.org.uk)).

This Self-Disclosure Form does not replace the need for a criminal records check. Criminal records checks will always be carried out as appropriate to the role.

**HAVING A CRIMINAL RECORD WILL NOT NECESSARILY DEBAR YOU FROM WORKING WITH FOSTERTALK. THIS WILL DEPEND ON THE NATURE OF THE POSITION, TOGETHER WITH THE CIRCUMSTANCES AND BACKGROUND OF YOUR OFFENCES OR OTHER INFORMATION CONTAINED ON A DISCLOSURE CERTIFICATE OR PROVIDED DIRECTLY TO US BY THE POLICE.**

Please submit a written statement to support your disclosure if you make one, an example of which is outlined at the end of this form.

|  |
| --- |
| **Statement about my criminal record in relation to my application for the post of** …………………………………………………………… *(insert role).* |
|  |

**Signed**

**Date**

This form will only be opened and read if you are made a provisional offer of employment. Otherwise it will be kept and destroyed in line with data retention requirements under Data Protection Legislation.

A discussion will be undertaken between the employing manager and yourself to enable the manager to complete a risk assessment and recommendation.

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Example statement

***Statement about my criminal record in relation to my application for the post of social worker***

*I wanted to take this opportunity to provide some further details about my unspent criminal conviction.*

*Approximately 8 years ago I received an eight-month community order for an over-payment of benefits.*

*Although this conviction is now ‘spent’ under the Rehabilitation of Offenders Act 1974, due to the role that I have applied for I wanted to take this opportunity to provide some further details as it appears on my enhanced DBS check. There are circumstances relating to the offence that I would be happy to go into in more detail.*

*As part of my community order, I was required to attend a money management and budgeting course which has helped me to manage my finances more effectively.*

*I take full responsibility for my actions and pleaded guilty immediately at the earliest opportunity. I deeply regret what I did but some good has come out of it. I have been able to pay back the over-payment and the courses I took through probation have enabled me to be more in control of all aspects of my life.*

*As my application hopefully shows, I have a good, recent work record and hope that I can be judged on this.*

*Amy Jones*

*[Date]*