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**Declaration of Convictions (stage 1)**

***This form contains confidential information which will not be shared with others except in accordance with Groundwork East’s Data Protection Policy and the GDPR. The Privacy Notice can be read on our website***

[***https://www.groundwork.org.uk/east/about-groundwork-east/our-policies/groundwork-east-privacy-notices/***](https://www.groundwork.org.uk/east/about-groundwork-east/our-policies/groundwork-east-privacy-notices/)

Because of the nature of the work for which you are applying at Groundwork East, you must provide relevant information about any criminal record.  This includes convictions and cautions. Our power to require this lies in the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 which removes the normal operation of the Act in relation to specific occupations.  In the event of being employed in connection with this application, any failure to disclose such convictions could result in dismissal or disciplinary action.  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.  You do not need to disclose convictions which are “spent” as defined by the rehabilitation of Offenders Act (1974). Clarification and details can be found at https://www.gov.uk/tell-employer-or-college-about-criminal-record/what-information-you-need-to-give.

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)?

Write YES or NO   \_\_\_\_\_\_\_\_\_\_

If you do have any previous or outstanding convictions, cautions, reprimands or warnings, you will only be asked to supply details of the type of offence, date, sentence, fine etc. if you are invited for interview or at appointment.

I declare that the above information is correct to the best of my knowledge.

Signed…………………………………………………………… Date ……………………………………………….