REHABILITATION OF OFFENDERS ACT 1974 – DISCLOSURE FORM

This form is supplementary to the relevant section relating to the Rehabilitation of Offenders Act 1974, of the Application Form. All information will be treated with utmost confidentiality.

This form must be completed and emailed to [HR@themarist.com](mailto:HR@themarist.com) with your completed “Application Form” and the “Recruitment Monitoring Form”.

In accordance with statutory requirements, certain pre-employment checks are conducted for positions involving working with vulnerable groups, specifically children and vulnerable adults.

The information obtained from these checks is used to help safeguard these groups. It will not be used to discriminate unfairly against those with convictions which we consider as unrelated to working with vulnerable groups. Having a criminal record will not automatically bar you from employment or voluntary work with us.

As the position you are applying for gives you access to vulnerable groups, you are required to disclose certain convictions and cautions on this form other than those which are so protected.

**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.**

**Guidance about whether a conviction or caution should be disclosed or “filtered” can be found on the Ministry of Justice Website, Disclosure and Barring Service website and on the websites of charities NACRO and UNLOCK.**

Failure to disclose any disclosable criminal convictions could lead either to your application being rejected or, if you are appointed, to dismissal if it is subsequently discovered that you have had any criminal convictions. It is a criminal offence to apply for a position working with children if you are excluded from doing so.   
  
Failure to complete this form will render your application invalid.

Full Name:

Date of Birth:

Post Applied for:

Please tick as appropriate:

Do you have any unspent conditional cautions or convictions under the Rehabilitation of Offenders Act 1974? [yes / no].

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? [yes / no].

|  |  |  |  |
| --- | --- | --- | --- |
| Date of Conviction/pending Hearing/Caution/Reprimand/Warning | Offence | Sentence | Details of Police/Court involved |
|  |  |  |  |
|  |  |  |  |

**Declaration: I hereby certify that the** information given above is true and accurate:

SIGNATURE :

DATE :

**DATA PROTECTION ACT**

I hereby give my consent for the information provided on this form to be held on computer or other relevant filing systems and to be shared with other accredited organisations or agencies in accordance with the Data Protection Act 1998.

SIGNATURE :

DATE :