We, at The Crescent, are committed to safeguarding children, young people and adults at risk and to ensure equal opportunity for all applicants. Information about criminal convictions is requested to assist the selection process and will be taken into account only when the conviction is considered materially relevant to the position applied for.

It also falls within the position of an ‘excepted’ position under The Rehabilitation of Offenders (Exceptions) Order (NI) 1979. This means that you must tell us about all offences and convictions, including those considered ‘spent’, which are not protected. If you leave anything out it may affect your application.

The information received will be treated confidentially and will be assessed alongside normal selection criteria to determine suitability for the position. A separate meeting will be held with you if clarification is required to discuss any issues around your disclosure before a final decision is reached. After the decision has been made the information will be destroyed.

Please complete the attached form and return it with your application. If you do not consent we will not accept your application.

Applicants can also submit a separate statement of disclosure if they wish. This may include details such as the particular circumstances around the conviction(s); how circumstances may have changed; and what has been learnt from the experience. Applicants can contact the Northern Ireland Association for the Care and Rehabilitation of Offenders (NIACRO) for more information.

**Declaration of Criminal Convictions, Cautions & Bind-Over Orders In-Confidence**

|  |  |  |  |
| --- | --- | --- | --- |
| **1.** | **Are you included in the Children’s or Adult’s Barred List?****(If yes please give details)** | Y  | N |
| **2.** | **Do you have any cases pending?****(If yes please give details)** | Y  | N |
| **3.** | **Do you have any convictions, cautions, informed warnings, diversionary youth conferences or bind over orders that are not subject to “filtering” (as defined by the Rehabilitation of Offenders (Exceptions) Order (NI) 1979, as amended in 2014)?****If yes, please provide details below, giving as much information as you can, including, if possible, the offence, the approximate date of the court hearing and the court which dealt with the matter.** | Y | N |
| **4.** | **Have you ever been the subject of a Child Abuse or an Adult Abuse investigation which alleged that you were the perpetrator?****If yes, please list full details below including the name of police unit or HSC Trust involved in the investigation. If possible, please provide the approximate date/s.** | Y | N |

**Declaration and Consent**

I declare that the information I have given is complete and accurate. I understand that I may be asked to complete an AccessNI Disclosure Certificate Application Form if I am considered to be the preferred candidate. If so, I consent to the appropriate AccessNI check being made and I agree to enquiries relevant to this declaration.

|  |  |
| --- | --- |
| **Signature** |  |
| **Print Name** |  |
| **Date** |  |
| **Any surname previously known by** |  |
| **Position applied for** |  |