**Emmaus Bolton**

**Rehabilitation of Offenders Policy Statement Commitment to the Rehabilitation of Offenders Act 1975:**

We actively promote equality of opportunity for all with the right mix of talent, skills and potential and welcome applications for both paid and voluntary positions from a wide range of candidates, including those with criminal records. We select candidates for interview based upon skills, qualifications and experience.

A Disclosure & Barring Service (DBS) check is only requested after a thorough risk assessment has indicated that one is both proportionate and relevant to the position concerned. For those positions where a DBS check is required, application packs, adverts and recruitment briefs will contain a statement that a DBS check will be requested in the event of the individual being offered the position.

Where a DBS check is to form part of the recruitment process, we encourage all applicants called for interview to provide details of their criminal record at an early stage in the application process. We request that this information is sent under separate, confidential cover (Declaration of Criminal Record Form) to a designated person within Emmaus and we guarantee that this information will only be seen by those who need to see it as part of the recruitment process.

Unless the nature of the position allows us to ask questions about your entire criminal record we will only ask about ‘unspent’ criminal convictions as defined in the ‘Rehabilitation of Offenders Act 1974’. We will ensure that all those involved in the recruitment process have access to advice from staff suitably trained to identify and

assess the relevance and circumstances of offences. We will also ensure that they have received appropriate information on the relevant legislation relating to the employment of ex-offenders, e.g., the Rehabilitation of Offenders Act 1974.

At interview, or in a separate discussion, we will ensure that an open and measured discussion takes place on the subject of any offences or other matter that might be relevant to the position. Failure to reveal information that is directly relevant to the position sought could lead to withdrawal of an offer of employment.

We undertake to discuss any matter revealed in a DBS check with the person seeking the position before withdrawing a conditional offer of employment.

Having a criminal record will not necessarily bar an individual from working with us. This will depend on the position and the circumstances and background of offences.

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# Emmaus Bolton

# Criminal Record Declaration Form

The post you have applied for is excepted from the Rehabilitation of Offenders Act 1974, which means that all convictions (spent or unspent), cautions, reprimands and final warnings on your criminal record need to be disclosed. For further information please refer to the Rehabilitation of Offenders Policy.

Please complete this form and return it in a sealed envelope along with your application.

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| **Job applied for:** | | **Location:** |
| **Title:** | **First name** | **Surname:** |

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| **Have you ever been convicted by the courts or cautioned,**  **reprimanded or given a final warning by the police?** | **Yes\*/No** |
| \*If yes, provide details of offences, penalties and dates below: | |

If you have declared a criminal record and we believe this will have a bearing on the requirements of the post, we will discuss the matter with you at interview. If you require further information or have concerns about filling in this form, please contact us.

Please note Emmaus takes its responsibilities under the Disclosure & Barring Service very seriously and takes every step possible to ensure confidentiality. The DBS Code of Practice on Disclosure can be found at [www.gov.uk/government/publications/dbs-code-](http://www.gov.uk/government/publications/dbs-code-of-practice) [of-practice](http://www.gov.uk/government/publications/dbs-code-of-practice). Alternatively, we will ensure a copy is made available to you.

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| **Declaration:** |
| I confirm the information contained in this application form is accurate and correct.  Signature Date |

# Thank you for completing this form. Please forward this together with your completed application form to tonys@emmausbolton.org.uk or by post to Emmaus Bolton, Derby Barracks, Fletcher St, Bolton BL3 6NF.