St Leonard's Hospice

CARING FOR LOCAL PEOPLE

DECLARATION OF CRIMINAL RECORD

Name:	Post:

As stated on the application form, because of the sensitive nature of the duties the post holder will be expected to undertake, you are required to disclose details of any criminal record. Only relevant convictions and other information will be taken into account, so disclosure need not necessarily be a bar to obtaining this position.

If you have declared a criminal record and we believe this to have a bearing on the requirements of the post, we will discuss the matter with you at the interview. If we do not raise the record with you, it is because we have taken the view that it should not be taken into account in deciding your suitability for the post. If you require further information, or have any concerns about filling in this declaration, please contact the Human Resources/Administration Department on 01904 708553.

---

1. Have you ever been convicted by the courts or cautioned, reprimanded or given a final warning by the police? (Note that the post you have applied for is exempted from the *Rehabilitation of Offenders Act 1974*, which means that all convictions, cautions, reprimands and final warnings on your criminal record need to be disclosed).

YES ☐ NO ☐

If YES, please give details below.

Date	Offence	Penalty

2. Are you aware of any police or other enquiries, undertaken or current, following allegations made against you, which may have a bearing on your suitability for this post?

YES ☐ NO ☐

If YES, please give details below.

Date	Enquiry/Allegation and Full Details

Signed: ..... Date: .....

Print Full Name: .....