**Criminal Background Information Form**

DECLARATION OF CRIMINAL CONVICTIONS, CAUTIONS AND WARNINGS

Dear Applicant

The information on this form will be treated in strictest confidence and will only be seen by the interviewers. It will be stored securely.

The CCA has a duty of care to ensure safety and wellbeing. In order to meet these responsibilities it is necessary for all staff to declare any relevant convictions, cautions and warnings to enable the CCA to make a judgement on any particular risks. Having a criminal record will not necessarily bar anyone from a role but a separate risk assessment or further checks may be required.

Please complete the following details:

NAME……………………………………………………………………………………………………………………………………..

ADDRESS …………………………………………………………………………………………………………………………………

DOB……………………………………………………………………………………………….

ROLE APPLIED FOR – Chief Executive Officer

For certain professional roles all criminal convictions must be declared regardless of when the offence was committed. Because of the nature of this role – which may involve contact with vulnerable adults and work in custodial settings all criminal convictions must be declared.

Offence(s)…………………………………………………………………………………………………………………………………….

Date(s) of conviction…………………………………………………………………………………………………………………….

Penalty/Nature of sentence………………………………………………………………………………………………………

………………………………………………………………………………………………………………………………………………….

*please continue overleaf if necessary*

Any further comments or information you would like us to take into consideration?

………………………………………………………………………………………………………………………………………………….

………………………………………………………………………………………………………………………………………………….

If you are currently involved in a criminal investigation or you are convicted of a criminal offence after you have applied or started your role, you must tell us.

If you fail to reveal a criminal conviction, caution or warning this may end any employment

I declare this to be a true statement of my criminal records disclosure status.

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

*Please return your completed form in a sealed envelope marked for the attention of the Chair of Trustees*.