

Declaration of Unspent Criminal Offences

BEFORE COMPLETING THIS FORM, PLEASE READ THE FOLLOWING NOTES CAREFULLY.

It is the policy of this Council to require all successful applicants for posts in Enfield to disclose certain information on any previous criminal record they may hold. This does not mean that possession of a criminal record will automatically prevent you from working for the Council, rather, as part of the recruitment process such information will only be considered in the light of its relevance to the post for which you are applying. In many cases, a particular conviction will be of no relevance and so can be discounted for the purposes of your application.

You must give details on this form of any convictions, cautions, reprimands and warnings that you have and any court cases that you have pending. Under the provision of The Rehabilitation of Offenders Act 1974, however, job applicants do not have to disclose information on certain convictions after a set period of time i.e. when they become 'spent'. Information on when a conviction is considered 'spent' is given in the section below 'REHABILITATION PERIODS'.

The following table sets out the rehabilitation period for sentences which do not have "buffer periods" and for which the rehabilitation period runs from the date of conviction:

Sentence/disposal	Rehabilitation period for adults (18 and over at the time of conviction or the time the disposal is administered).	Rehabilitation period for young people (under 18 at the time of conviction or the time the disposal is administered).
Fine	1 year	6 months
Conditional discharge	Period of the order	Period of the order
Absolute discharge	None	None
Conditional caution and youth conditional caution	3 months or when the caution ceases to have effect if earlier	3 months
Simple caution, youth caution	Spent immediately	Spent immediately
Compensation order*	On the discharge of the order (i.e. when it is paid in full)	On the discharge of the order (i.e. when it is paid in full)
Binding over order	Period of the order	Period of the order
Attendance centre order	Period of the order	Period of the order
Hospital order (with or without a restriction order)	Period of the order	Period of the order
Referral order	Not available for adults	Period of the order
Reparation order	Not available for adults	None

***Compensation Orders** – it is important that individuals obtain proof of payment from the court and keep this document to prove that the compensation order has been paid in full.

The rehabilitation periods for sentences with additional “buffer periods” which run from the end date of the sentence are shown in the table below:

Sentence/disposal	Buffer period for adults (18 and over at the time of conviction or the time the disposal is administered). This applies from the <u>end date</u> of the sentence (including the licence period).	Buffer period for young people (under 18 at the time of conviction or the time the disposal is administered). This applies from the <u>end date</u> of the sentence (including the licence period).
Custodial sentence* of over 4 years, or a public protection sentence	Never spent	Never spent
Custodial sentence of over 30 months (2 ½ years) and up to and including 48 months (4 years)	7 years	3½ years
Custodial sentence of over 6 months and up to and including 30 months (2 ½ years)	4 years	2 years
Custodial sentence of 6 months or less	2 years	18 months
Community order or youth rehabilitation order**	1 year	6 months

*Custodial sentence includes a sentence of imprisonment (both an immediate custodial sentence and a suspended sentence), a sentence of detention in a young offender institution, a sentence of detention under section 91 of the Powers of Criminal Courts (Sentencing) Act 2000, a detention and training order, a sentence of youth custody, a sentence of corrective training and a sentence of Borstal training.

**In relation to any community or youth rehabilitation order which has no specified end date, the rehabilitation period is 2 years from the date of conviction.

DECLARATION OF CRIMINAL OFFENCES

Using the above guidelines, please list all your unspent **convictions, cautions, reprimands and warnings**. Do not forget to include any pending convictions and indicate that they are pending in column 2.

If you have no convictions, cautions, reprimands or warnings please write ‘none’ and sign the form. If you have any queries about the completion of the form, please contact the telephone number given in the covering letter.

Nature of Offence(s) (1)	Name of Court and Date of Conviction (2)	Sentence(s) (3)

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All information given will be treated in the strictest confidence. Following receipt of this form you may be contacted to discuss the information you have given.

I certify that, to the best of my knowledge, the information on this form is true and accurate. I understand that if the information I have supplied is false, misleading or incomplete in any way, it will automatically disqualify me from appointment or may render me liable to instant dismissal without notice.

Please complete this form and return it to Human Resources.

Signed:

Signed:	
Name (please print in CAPS):	
Position applied for:	
Date:	

DBS Certificate & DBS Update Service

I volunteer that a copy of my disclosure certificate can be retained on my personnel file. I also give Enfield my consent to check the DBS Update Service.

Please complete this form and return it to Human Resources.

Signed:

Signed:	
Name (please print in CAPS):	
Position applied for:	
Date:	