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SELF DECLARATION FORM (Enhanced level)

Private and Confidential

The post that you have applied for is for a prescribed purpose and is therefore exempt from the Rehabilitation of Prisoners Act 1974. You are therefore required to disclose all convictions (spent and unspent), cautions, and any relevant non-conviction information.

Please give details regarding any convictions and cautions under the heading in **Section 1**.

Please give details of any relevant non-conviction information in **Section 2**.

If you have **no** convictions, cautions, or relevant non-conviction information please go to **Section 3** and sign the Declaration Form.

Section 1

- a) Please give the date and details of the conviction(s) that you were charged with, the sentence that you received and the court where your conviction(s) was heard.
- b) Please give details of the reasons and circumstances that lead to your offence(s).
- c) Please give details of how you completed the sentence imposed, (for example did you pay your fine as required, what conditions were attached to your probation/community service/supervised attendance order, did you comply with the requirements of your order/custodial sentence etc.
- d) Have any other organisations supported you to work through any of the above issues?
- e) What have you learned from the experience?

Section 2

Non-conviction relevant information e.g. are there any ongoing investigations or complaints which could impact on your employment?

Section 3

Declaration **(I certify that all information contained in this form is true and correct to the best of my knowledge and realise that false information or omissions may lead to dismissal).**

Signature: _____

Date: _____

PLEASE RETURN:- Application, Equal Opportunities Monitoring and Self Declaration forms to:-
recruitment@ayrhousingaidcentre.com

The information you give us in this form will be treated in the strictest confidence and complies with our GPDR Policy and procedures.