The Prince of Wales Hospice

Declaration of Criminal Offences

(Related Documents: 0087 Recruitment & Selection Policy, Application Form)

Applicants are not entitled to withhold information about convictions, cautions, warnings, reprimands or binding overs which for other purposes are "spent" under the provisions of the Act. Any information provided will be confidential and will be considered only in relation to the post to which the order applies.

Applicants should use this form to disclose information about convictions, cautions, warnings, reprimands or binding overs. Any disclosures made on this form will be kept confidential and separate to the application form and will only be considered for successful candidates. All other information will be destroyed in line with the Hospice’s retention policy.

Failure to reveal information could lead to a withdrawal of an offer of employment or volunteering opportunity. In the event of any employment, failure to disclose this information could result in dismissal or disciplinary action.

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| **Please complete in BLACK INK and BLOCK CAPITALS or TYPE** |

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| Post Applied For |
| Job Title/Role: |

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| --- | --- |
| Personal Details | |
| Surname: | Forename(s): |
| Any Previous Names Used (and dates): | |
| Address:  Postcode: | Mobile Phone: |
| Home Phone: |
| Email: |

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| Criminal Offences |
| **Please see recruitment information for details of whether this post is subject to a Disclosure and Barring Service Check (DBS Check).**  If so, the following is applicable and must be completed:  The Prince of Wales Hospice is exempt from the provisions of the Rehabilitation of Offenders Act 1974 by virtue of the Rehabilitation of Offenders Act (Exceptions) Order 1975. Applicants are not entitled to withhold information about convictions, cautions, warnings, reprimands or binding overs which for other purposes are "spent" under the provisions of the Act. Any information provided will be confidential and will be considered only in relation to the post to which the order applies. Failure to reveal information could lead to a withdrawal of an offer of employment. In the event of any employment, failure to disclose this information could result in dismissal or disciplinary action.  Have you ever been convicted or a criminal offence, received bind overs or police cautions?  **Yes / No** (delete as appropriate). |
| **If yes, please provide full and relevant details below.** |
| **I agree to inform the Hospice within 24 hours if any information changes during the recruitment process:**  **Yes/No** (delete as appropriate) |

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| Declaration |
| I declare that the information given on this form is accurate and true.  I agree that the information provided may be processed in connection with recruitment purposes and I understand that an offer of employment may be withdrawn or disciplinary action may be taken if information is not disclosed.  Signature: ............................................................................................. Date: ............................................ |

**This form must be returned in a sealed envelope. The sealed envelope should be addressed to the Head of HR and should clearly show your name and role applied for. It must be clear that the envelope contains a declaration of criminal offences and should remain unopened.**

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| **If returning by post:**  Head of HR  The Prince of Wales Hospice  Halfpenny Lane  Pontefract  West Yorkshire  WF8 4BG |  |  |