

**Criminal Records Declaration Form**

You have been asked to complete this form because the role you have applied for is covered by the Rehabilitation of Offenders Act 1974. The information disclosed on this form will not be kept with your application during the application process.

Applicants are required to declare all **unspent** cautions and/or convictions.

Use this link to check whether your cautions(s) and/or convictions are spent: <https://www.gov.uk/tell-employer-or-college-about-criminal-record/check-your-conviction-caution>

Do you have any **unspent** convictions?

Yes  No

If you have answered yes, please provide details in the space below:

We recognise the contribution that people with criminal records can make as employees and volunteers and welcome applications from them. A person’s criminal record will not, in itself, debar that person from being appointed to this post. Any information given will be treated in the strictest confidence. Suitable applicants will not be refused posts because of offences which are not relevant to, and do not place them at or make them a risk in, the role for which they are applying. All cases will be examined on an individual basis.

It is important that applicants understand that failure to disclose all unspent cautions or convictions could result in disciplinary proceedings or dismissal.

**Declaration**

**I declare that the information provided on this form is correct. I understand that the declaration of a criminal record will not necessarily prevent me from being offered this role at Katharine House Hospice.**

**Print Name:­­­­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Signed:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**