**HRF13 - DISCLOSURE OF CRIMINAL CONVICTIONS – STAFF**

**APPLICANT ­­­­­­­­­­: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**ROLE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Please read this information carefully**

**Statement of non–discrimination**

“Nexus” is committed to equality of opportunity for all applicants including those with criminal convictions. Information about criminal convictions is requested to assist the selection process and will be taken into account only when the conviction is considered relevant to the role. Any disclosure will be seen in the context of the role description, the nature of the offence and the responsibility for the care of existing clients/volunteers and employees.

**Advice to Applicants**

You have applied for a role which is a ‘**Regulated Activity Position’** as defined by the ‘**Safeguarding Vulnerable Groups (NI) Order 2007’** and also **falls within the definition of an** “**excepted” Order (NI) 1979:** therefore **ALL** convictions including **SPENT** convictions **MUST** be disclosed. Having a conviction will not necessarily debar your application from being considered. This information will be verified through an appropriate **Access NI Enhanced Disclosure check.** If you have received a formal caution or are currently facing prosecution for a criminal offence you should also bring this to our attention given the “excepted” nature of the role.

Please complete this disclosure form as accurately as possible and place in the “Confidential” envelope provided and return with your application form. A separate arrangement will be made with you if clarification is required to discuss any issues around your disclosure before a final decision is reached.

**Question**

Are you currently subject to inclusion on:

A) The Children’s Barred List YES/NO

B) The Vulnerable Adult’s Barred List YES/NO

If you have answered **YES** to either of the above questions please provide details below.

Do you have any CONVICTIONS, CAUTIONS OR CASES PENDING? If not please state NONE

|  |  |  |
| --- | --- | --- |
| DATE OF CONVICTION | OFFENCE | SENTENCE |
|  |  |  |

Please provide any other information you feel may be of relevance such as:

* The circumstances of the offence
* A comment on the sentence received
* Any relevant developments in your situation since then
* Whether or not you feel the conviction has relevance to this role.

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Please continue on a separate sheet if necessary …

I declare that any answers are complete and correct to the best of my knowledge. I give my consent for an Access NI Enhanced check to take place and for this information to be shared as part of Nexus NI’s risk assessment process.

SIGNED: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ DATE: \_\_\_\_\_\_\_\_\_\_\_\_\_