

## DECLARATION ABOUT CRIMINAL CONVICTIONS

Name: .....

Do you have any **unspent\*** criminal convictions?Yes ☐ No (delete as applicable) ☐

If yes, please list your criminal convictions and their dates below. The information you give will be treated in confidence and only taken into account where, in the reasonable opinion of High Society the offence is relevant to the post for which you are applying.

\*A conviction will become spent after a 'rehabilitation period'. A list of these periods can be found below and will depend on the sentence received.

Certain types of employment and certain professions are excepted from the Rehabilitation of Offenders Act 1974 and in those cases particularly where the employment is sought in relation to positions involving working with children or vulnerable adults details of **all** criminal convictions, both spent and unspent, must be given. A list of the types of employment or professions is shown in the Appendices below.

**Failure to declare a conviction may require us to exclude you from our register or terminate an assignment if the offence is not declared but later comes to light.**

Conviction Date .....

**Details**

.....  
 .....  
 .....  
 .....

Signed: .....

Date: .....

## REHABILITATION PERIODS

### Adult Offenders

These vary between five and ten years according to the sentence, which is imposed.

Suspended sentences are treated as though they had been put into effect.

**NB Sentences of imprisonment of more than 2 ½ years can never be spent.**

<u>Sentence</u>	<b>Rehabilitation Period</b>
1. Imprisonment or corrective training for more than six months but less than thirty months	10 years
2. Cashiering, discharge with ignominy or dismissal with disgrace from HM's Service	10 years
3. Imprisonment for six months or less	7 years
4. Dismissal from HM's Service	7 years
5. Fine or other sentence (e.g. compensation or community service order) for which the Act does not provide a different rehabilitation period	5 years
6. Absolute discharge	<b>6 months</b>
7. Probation, conditional discharge or binding over, fit person orders, supervision orders or care orders under the Children and Young Persons Act	Until order expires (one year minimum)
8. Remand home orders, approved school orders and attendance centre orders	One year after order expires
9. Hospital orders under the Mental Health Acts	Two years after order expires (minimum five years from date of conviction)

### Young Offenders

The rehabilitation periods given above may be reduced by half for a person under 18 at the time the sentence was passed. Where a person is convicted as a **young offender**, the following sentences may be passed.

<u>Sentence</u>	<b>Rehabilitation Period</b>
1. Borstal training	7 years
2. Detention for more than six but less than thirty months passed under s53 of the Children and Young Persons Act 1933 or s57 of the Children and Young Persons Act 1937	5 years
3. Detention for six months or less under either of those provisions	3 years
4. Order for detention in detention centre made under s4 of the Criminal Justice Act 1961 or under s7 of the Criminal Justice (Scotland) Act 1963	3 years

**APPENDIX 2: EXCEPTED CLASSES OF EMPLOYMENT**

In these cases it is permissible to ask prospective candidates to disclose **all** criminal convictions.

1. Judicial appointments
2. Employment in the office of the Director of Public Prosecutions
3. Employment in the office of a Procurator Fiscal or District Court Prosecutor or in the Crown Office
4. Justices' clerks and justices' clerks' assistants, and their equivalents in Scotland.
5. Constables, police cadets, military, naval and air force police and certain posts involving police work or assisting the police.
6. Employment in the prison service, including appointment to a Board of Visitors or, in Scotland, to a visiting committee.
7. Traffic wardens.
8. Probation Officers
9. Teachers in schools or establishments for further education
10. Other employment in schools and establishments for further education which involve access to persons under 18.
11. Proprietors of independent schools.
12. Employment connected with the provision of social services which involve access to the young, the old, the mentally or physically handicapped, or the chronic sick or disabled
13. Employment concerned with the provision of health services, within the National Health Service or otherwise, which involves access to patients.
14. Employment by a youth club, authority, or other body which is concerned with the promotion of leisure or recreational activities for persons under the age of 18, and which involves access to persons under 18.
15. Employment within a cadet force, which involves access to those under 18
16. Firearms dealer.
17. Any occupation requiring a licence, certificate, or registration from the Gaming Board for Great Britain.
18. Director, controller, or manager of an insurance company.
19. Dealer in securities.
20. Any occupation concerned with the management of an abortion clinic or the carrying on of a private hospital or nursing home.
21. Any occupation concerned with carrying on an establishment for which registration is required

by Section 37 of the National Assistance Act 1948 or Section 61 of the Social Work (Scotland) Act 1968.
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22. Any occupation for which a certificate of fitness to keep explosives is required.
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### APPENDIX 3: EXCEPTED PROFESSIONS

Spent convictions may also be taken into account in considering a person's suitability for admission to the following professions. A person may therefore be refused admission to the roll or register of these professions because of a spent conviction, and spent convictions are also admissible in evidence in disciplinary proceedings against a member of any of these professions.

1.	Medical practitioner
2.	Barrister (in England and Wales), advocate (in Scotland), solicitor
3.	Chartered accountant, certified accountant
4.	Dentist, dental hygienist, dental auxiliary
5.	Veterinary surgeon
6.	Nurse, midwife
7.	Ophthalmic optician, dispensing optician
8.	Pharmaceutical chemist
9.	Registered teacher (in Scotland)