

## **Notes to Applicants re: Disclosure of Previous Convictions**

**The appointment or this post is subject to the receipt of an acceptable Enhanced Disclosure Certificate.** As this post involves regular and unsupervised work with vulnerable young people, this requires the applicant to disclose information about all convictions, “spent” and “unspent”, in line with the Rehabilitation of Offenders Act 1974, An Enhanced Disclosure may also include relevant non-conviction information concerning any involvement with the police an individual may have had:

The procedure for applicants to disclose previous convictions is as follows:

- ◆ **All short listed applicants** will be asked to complete a form giving details of and circumstances surrounding any “spent” or “unspent” convictions. These forms will be sent out with invitations to interview.
- ◆ This form must be completed and returned in the envelope provided as soon as possible before the interview. This form is confidential and will only be seen by those who need to see it as part of the interview process.
- ◆ The interview may include questions concerning the information on this form.
- ◆ For short-listed applicants that are unsuccessful, this form will be destroyed by shredding as soon as the successful candidate’s appointment has been confirmed.
- ◆ **The successful applicant** will be asked to complete a Disclosure form as soon as possible after being provisionally offered the post.
- ◆ When this Disclosure is returned it will be compared to information provided by the candidate at short listing stage.
- ◆ If there is any discrepancy between the two, we will endeavour to discuss this with the candidate. However, this may result in the offer of contract being withdrawn or the contract terminated.

Please also refer to the enclosed Move On Ltd, Policy on the Recruitment of Ex-Offenders. If you require more information, please contact us for a copy of the Central Registered Body for Scotland’s Code of Practice.