

Strictly Private and Confidential

Self-Declaration of Criminal Conviction Form

Concern is committed to the safeguarding and protection of vulnerable adults and children in our work. We will do everything possible to ensure that only those who are suitable to work or volunteer with vulnerable adults and children are recruited by us for such roles. Subsequently, consulting, working or volunteering with Concern is subject to a range of vetting checks, including this self-declaration of criminal records.

Concern recognises that some consultancy or job applicants and volunteers may have criminal records. We would like to reassure all our potential consultants, employees and volunteers that we judge everybody primarily on their skills and experience. It is part of our standard application process for all positions to ask potential consultants, employees and volunteers about their criminal record. For successful applicants, we may undertake additional background checks prior to entering a contract of employment. We will determine the most suitable method of these checks and these may involve local police checks or checks involving adverse media which reveal criminal convictions.

Concern will consider only those criminal convictions that are relevant to the role you applied for and will disregard those that are not relevant. A disclosure of a criminal record may not prevent you from joining Concern, however we will consider its relevance to the role and whether it poses a risk.

Question 1: Do you have any criminal convictions (past or pending) of the following nature which would prevent you from working with children or vulnerable adults:

- Offences against the person including, but not limited to, murder, assault, harassment etc.
- Offences of a sexual nature including, but not limited to, rape, sexual assault or sexual harassment.

YES

☐

NO

☐

If yes, please provide further details:

Question 2: Do you have any criminal convictions (past or pending) within the last 7 years of the following nature:

- Offences involving financial abuses including but not limited to fraud, bribery, extortion, theft etc.

YES

☐

NO

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If yes, please provide further details (but only if the conviction was in the last 7 years):

If you have a previous conviction of the type listed above and wish to proceed with your application, Concern will contact you to give you the opportunity to clarify the circumstances around the conviction in private.

You do not need to reveal other offences which do not fall into the above categories, however if you are concerned about anything being revealed to Concern later please contact us and talk to us.

Please complete this form accurately. Please note that any false, incomplete or misleading information as to your background may result in your consultancy, employment or volunteering offer being withdrawn; or if you are appointed, this may be treated as a matter of gross misconduct which may lead to your dismissal. In addition, you may be liable to prosecution.

I, _____, understand that any false, incomplete or misleading confirmation as to my conduct, character or personal background may result in my consultancy, employment or volunteering offer being withdrawn; or if I am appointed, may be treated as a matter of gross misconduct which may lead to my dismissal. In addition, it may render me liable to prosecution. I am aware of the qualification and particulars of this position and I understand that I may be required to submit documentary evidence in support of any particulars given to me in my application.

Forename: _____ Surname: _____

Job / role applied for: _____ Location: _____

Signature: _____ Date: _____

Please return the completed forms to HR