



**Step Up Declaration & Conviction Form**

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| <b>Position Applied For</b> |  |
| <b>Name</b>                 |  |
| <b>Date of Application</b>  |  |



**Declarations**

Step Up will provide a support service for vulnerable adults and is therefore exempt from provisions of the Rehabilitation of Offenders Act 1974. As such we ask applicants to disclose all previous and pending convictions on this form which comes under 3 sections – **Other Information**, **Declaration** and **Conviction**. For the latter, please include those regarded as ‘spent’ under legislation.

With the exception of offences against vulnerable groups, previous or pending convictions will not automatically bar an applicant from employment. We consider each conviction on a case by case basis.

Prior to employment, all successful candidates are vetted via the Protection of Vulnerable Groups (PVG) Scheme. If a PVG record reveals information that the successful candidate did not provide in their application, then the discrepancies will be raised. If a successful candidate has not revealed a conviction this suggests a misunderstanding about the impact of Rehabilitation of Offender legislation and as such if this situation arises the individual is subject to be summarily dismissed or have employment withdrawn, irrespective of the nature of the conviction.

Please visit [www.disclosurescotland.co.uk](http://www.disclosurescotland.co.uk) for further information.

If you have previous or pending convictions or cautions, please attach details of your record asked in the **Convictions** section below in a sealed envelope marked confidential.

**Other Information**

|   |               |
|---|---------------|
| <p>If any endorsements on your driving licence, please give full details including type and dates.</p>  |               |
| <p>Have you received a police warning/ caution?<br/>Please give full details if Yes.</p>  | <p>YES/NO</p> |
| <p>Have you received a conditional caution where you were not charged by Police, but you were required to comply with the particular conditions set out in the caution?<br/>Please give full detail if Yes.</p> | <p>YES/NO</p> |



## Declaration

|   |        |
|---|--------|
| Convictions (Please see <i>Guidance on Application &amp; Declaration</i> Document)  |        |
| Are you currently subject to any criminal charges or investigations?  | YES/NO |
| Have you ever received or been subject to any criminal charges or investigations, including if they are considered 'spent' under legalisation?  | YES/NO |
| Have you been convicted of a criminal offence that you need to declare? This refers to a formal declaration by the verdict of a jury or the decision of a judge in a court of law that someone is guilty of a criminal offence? | YES/NO |
| Have you ever been charged by the police or procurator fiscal with an offence that did not result in a conviction?<br><br>Please give full detail if Yes.   | YES/NO |
| Are there any other charges against you which you do not yet know the outcome of?   | YES/NO |
| Have you ever received an alternative to prosecution (either inside or outside of Scotland)?  | YES/NO |

|   |        |
|---|--------|
| Other Investigations & Enquiries (Please see <i>Guidance on Application Form</i> Document)      |        |
| Are you on the Unsuitable to Carry out Work with Protected Adults List?                         | YES/NO |
| Are you on any other relevant or equivalent list in another UK or overseas jurisdiction?        | YES/NO |
| Have you ever been suspended from employment or subject to disciplinary action?                 | YES/NO |
| Have you ever been subject to an investigation or enquiry either within or out with employment? | YES/NO |



## Convictions

Information will be treated in the strictest confidence and only seen by authorised staff involved in the selection process.

Details required on the incident:

Please state specific details of the incident(s) and relate to:

- Whether the incident(s) was a conviction, charge, caution, Procurator Fiscal fine, warning, reprimand, charge, or if the charge was dropped or other specific outcome;
- Details of why you are on the Unsuitable to Carry out Work with Protected Adults List;
- Details on suspension from employment or details that are subject to disciplinary action;
- Details on the subject to an investigation or enquiry either within or out with employment.

Detail and refer clearly the specific date to which the incident(s) took place and what you have learned from the experience.

These details are requested so that management will consider whether the conviction is relevant to the employment, the length of time since the offence occurred, whether the circumstances have changed since the offence was committed and if there is a pattern of convictions.

If Step Up management feel that further clarification is required, further information may be sought from additional sources.

Please fill this section in and send this in a sealed envelope marked or email this as confidential to the HR Manager: E:[info@stepupsupport.co.uk](mailto:info@stepupsupport.co.uk) or post to Step Up, Lock 9 Cottage, The Maltings, Falkirk FK1 5BW.

Please provide details on the incident(s):



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|--|--|
|  |  |
| When did this take place?                                |  |
| Please state what have you learned from your experience. |  |
|  |  |

I declare that, except for the incident disclosed above, I have not been found guilty and sentenced by a court for a criminal offence, either in the UK or abroad.

I give my consent to Step Up to carry out a Protection of Vulnerable Groups check and to request references in order to verify the information I have provided in this form.

I agree to inform Step Up of any updates of any offence before or after I take up a post within the organisation. I understand that failure to do so could lead to disciplinary action and termination of employment.

|            |       |
|------------|-------|
| Signature: | Date: |
|------------|-------|