**Active Essex Foundation Trustee Recruitment Declaration Form**

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| Declaration Form |

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| Position applied for: |  |
| Organisation: |  |

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| Contact Details |

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| --- | --- |
| First Name |  |
| Surname |  |
| Address |  |
| Contact Number |  |
| Email Address |  |

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| Recruitment & Selection Process |

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| Please state availability for interview either week commencing XX |  |
| How did you hear about this opportunity? |  |

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| Rehabilitation of Offenders Act 1974 |

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| Active Essex Foundation is committed to recruiting professionals from all areas of the community including offenders who have not been reconvicted of any serious offence for periods of years. The Rehabilitation of Offenders Act 1974 requires us to ask if you have any ‘unspent’ convictions. The information you provide will be treated in the strictest confidence and only be taken into account where, in the reasonable opinion of Active Essex Foundation, the offense is relevant to the post in which you are applying. All disclosures will not be revealed to others except the client organisations, if appropriate. If you inadvertently disclose a conviction regarded as ‘spent’ it will be ignored.  Under the Exception Order 1995, certain types of employment and professions are exempt from the Rehabilitation of Offenders Act 1974 and in cases, for example, where the employment sought involves working with children or vulnerable adults, details of criminal convictions - both spent and unspent – must be disclosed to us.  **Failure to declare a conviction may results in your exclusion from our register and/or termination of any assignment if the offence is not declared by later comes to light.**  A spent conviction will show on your criminal record, but we will not take it into account when considering your application unless the post is considered exempt under the Act. All posts that require DBS disclosure will be exempt under the Act and will require you to disclose spent and unspent convictions. |

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| Do you have any unspent criminal convictions or spent convictions, covered by the Exception Order 1995? | Yes/No |

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| If yes, please provide details on a separate sheet marked ‘confidential’ and submit with this form. |

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| Disability |

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| Do you consider yourself to have a physical or mental impairment, that has a substantial and long-term adverse effect, on the ability to carry out normal day to day activities? | Yes/No |
| If yes, please give further details, along with any reasonable adjustments you require for the interview: | |

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| References |

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| Please provide the full contact details of two referees who have known you in a professional and/or Board capacity, ideally spanning at least the last 2 years. Please note that references will not be contacted until after the interview has taken place. | | |
|  | Referee 1 | Referee 2 |
| Full Name |  |  |
| Position |  |  |
| Organisation |  |  |
| Relation to you |  |  |
| Address |  |  |
| Contact Number |  |  |
| Email Address |  |  |
| Prior Consent Required? | Yes/No | Yes/No |

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| Declaration of Interest |

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| Are you known or related to any trustees/board members/councillors or employee of the organisation? | Yes/No |
| If yes, give further details: | |
| Do you have any interest that may relate to the work of the organisation – be it employment, contracts, positions of responsibility, directorship etc and any financial interest, through you or a partner/close relation? | Yes/No |
| If yes, please give further details: | |

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| Declaration |

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| I hereby confirm that the information given is true and correct and to my personal data and CV being forwarded to clients.  I consent to references and relevant convictions being passed onto potential employers  I understand that any offer is conditional upon the accuracy of this information and any false or misleading information, as well as withholding relevant information, may lead to my application being disqualified, the withdraw of an offer or, if I have been appointed, to my dismissal  I understand that social media vetting may take place | | |
| **Name:** | **Signature:** | **Date:** |

Insert text here

Insert text here

Insert text here