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## **Disclosure of Criminal Convictions**

### **Rehabilitation of Offenders Act 1974**

To apply for a job with the Council you must tell us about any unspent criminal convictions you have in accordance with the Rehabilitation of Offenders Act 1974. When applying for certain jobs, you will need to declare spent convictions (see item 2 below).

The information you provide will be treated in the strictest of confidence and will only be considered in respect of the job for which you are applying.

If you disclose a conviction this does not necessarily mean that you will not be considered for the post. The Council will follow the A.C.A.S. Code of Guidance, particularly where the offence is considered to be significant as to make you unsuitable for the type of work required.

- 1 Can you please read carefully the notes overleaf and then enter any convictions in Section 7 of the application form.
  
- 2 If you are applying for a job in the following areas you must also state spent convictions :-
  - Accountants, Solicitors, Nurses.
  
  - If you are likely to be in regular contact with people less than 18 years of age or over 65, people who are blind or who cannot hear or speak or are suffering from mental illness.

Please turn over

## DISCLOSURE OF CRIMINAL CONVICTIONS – NOTES

You must disclose all ‘unspent’ convictions and ‘spent’ convictions for certain posts (see item 2 overleaf).

Details of relevant convictions and time periods are as follows:

<b>Sentence</b>	<b>Becomes Spent After</b>
For a sentence of imprisonment or youth custody Exceeding 6 months but not exceeding 30 months	10 years
For a sentence of imprisonment or youth custody Not exceeding 6 months	7 years
For a sentence or borstal training	7 years
For a fine or other sentence not otherwise covered In this table	5 years
For an absolute discharge	6 months
For a probation order, conditional discharge or Bind over, and for fit person orders, supervision orders under the Children and Young Persons Acts (and their equivalents in Scotland)	1 year, or until the order expires (whichever is the orders or care longer)
For cashiering, discharge with ignominy or dismissal with disgrace from the Armed Forces	10 years
For simple dismissal from the Armed Forces	7 years
For detention by the Armed Forces	5 years
<b>For detention by direction of the Home Secretary:</b>	
For a period exceeding 6 months but not exceeding 30 months	5 years
For a period not exceeding 6 months	3 years
For a detention centre order	3 years
For a remand home order, an approved school order, or an attendance centre order the order expires	The period of the order plus a further year after
For a hospital order under the Mental Health Acts	The period of the order plus a further 2 years after the order expires (with a minimum of 5 years from the date of conviction)

### NOTES

- 1 A sentence of more than 30 months imprisonment or youth custody can never become spent.
- 2 If you were under 17 years of age on the date of conviction, for any of the sentences, except those under the heading ‘For detention by direction of the Home Secretary’, please halve the period shown in the right hand column.
- 3 It is immaterial for the purposes of calculating a spent conviction whether a sentence was/is suspended or not.