



**Agreement to Complete a Criminal Record Bureau (Disclosure) Check
(This signed form must be returned)**

Position applied for:

I understand that the position for which I have applied (as stated above) is subject to a Criminal Record Check (Disclosure). I hereby give my consent for Mencap to carry out a CRB check, should I be made a conditional offer for this position.

As it is a requirement of the job to have a satisfactory CRB check at **Enhanced level**; failure to give consent would result in the withdrawal of any conditional offer.

We require all applicants to provide details of any criminal record under separate cover with their application form. We guarantee that this information will only be seen by those who need to see it as part of the recruitment process and undertake to discuss any matter revealed with the person seeking the position before withdrawing a conditional offer of employment.

Posts involving working with children and/or vulnerable adults are exempt from the Rehabilitation of Offenders Act 1974. For these roles you must declare details of any cautions, criminal convictions, reprimands and final warnings given by the police and any proceedings being instituted against you.

Having a criminal record will not necessarily bar you from working with us. This will depend on the nature of the position and the circumstances and background of your offences. Please see Recruitment of Ex-Offenders information for applicants on Criminal Record Checks (Disclosure) overleaf.

Signed Date

Print name

RECRUITMENT OF EX-OFFENDERS – INFORMATION FOR APPLICANTS ON CRIMINAL RECORD CHECKS (DISCLOSURE)

Mencap uses the Criminal Records Bureau (CRB) Disclosure service to assess applicants' suitability for positions of trust and as recipients of this Disclosure information we must comply fully with the CRB Code of Practice. Amongst other things, this requires us to treat all applicants for positions who have a criminal record fairly and not to discriminate unfairly against the subject of a Disclosure on the basis of conviction or other information revealed.

A Disclosure is only requested after a thorough risk assessment has indicated that one is both proportionate and relevant to the position concerned. For those positions where a Disclosure is required, all recruitment materials will contain a statement that a Disclosure will be requested in the event of the individual being offered the position.

Where a Disclosure is to form part of the recruitment process, we ask all applicants to provide details of their criminal record at the time of completing their application form. We request that this information is sent under separate, confidential cover, to the recruiting manager and we guarantee that this information is only to be seen by those who need to see it as part of the recruitment process.

Unless the nature of the position allows Mencap to ask questions about an applicant's entire criminal record, i.e. posts exempt from the Rehabilitation of Offenders Act 1974 (ROA) such as those involving working with children or vulnerable adults, we only ask about "unspent" convictions as defined by the Act. A conviction becomes "spent" after a rehabilitation period during which time there have been no further convictions, e.g. a sentence of imprisonment of between 6 months and 2½ years has a rehabilitation period of 10 years. A conviction carrying a sentence of more than 2½ years in prison can never become spent.

At interview, or in a separate discussion, we ensure that an open and measured discussion takes place on the subject of any offences or other matter that might be relevant to the position. Failure to reveal information that is directly relevant to the position sought could lead to withdrawal of an offer of employment.

In the event that a criminal record is disclosed we undertake to discuss any matter revealed in a Disclosure with the person seeking the position before making a decision on whether to withdraw a conditional offer of employment.

Having a criminal record will not necessarily bar you from working with us. This will depend on the nature of the position and the circumstances and background of your offences.

For further information about Disclosures please consult the CRB website: www.crb.org.uk