

Criminal record declaration form

This form must be completed by all applicants. The information disclosed on this form will not be kept with your application form during the application process.

Policy statement on recruiting applicants with criminal records

Clergy Support Trust recognises the contribution that ex-offenders can make as employees and volunteers and welcome applications from them. A person's criminal record will not, in itself, debar that person from being appointed to this post. Suitable applicants will not be refused posts because of offences which are not relevant to, and do not place them at or make them a risk in, the role for which they are applying.

All cases will be examined on an individual basis and will take the following into consideration:

- Whether the conviction is relevant to the position applied for.
- The seriousness of any offence revealed.
- The age of the applicant at the time of the offence(s).
- The length of time since the offence(s) occurred.
- Whether the applicant has a pattern of offending behaviour.
- The circumstances surrounding the offence(s) and the explanation(s) offered by the person concerned.
- Whether the applicant's circumstances have changed since the offending behaviour.

It is important that applicants understand that failure to disclose all unspent convictions could result in disciplinary proceedings or dismissal. Further advice and guidance on disclosing a criminal record can be obtained from the [Nacro](#).

Surname:		Forename:	
<p>This post is not exempt from the Rehabilitation of Offenders Act 1974. We only ask applicants to disclose convictions which are not yet spent under the Rehabilitation of Offenders Act 1974. If you are not sure whether your convictions are spent, please contact Nacro for further advice.</p> <p>Do you have any unspent convictions (please delete as appropriate) Yes / No</p> <p>If you have answered yes, please provide details of your criminal record in the space overleaf.</p>			
<p>DECLARATION: I declare that the information provided on this form is correct. I understand that the declaration of a criminal record will not necessarily prevent me from being offered a position at Clergy Support Trust.</p> <p>Signed: _____ Date: _____</p>			

Please return this form with your CV and covering letter. Please also note the Privacy Statement overleaf

Please provide below any further details of your (unspent) convictions:

Privacy statement

As an applicant for a job at Clergy Support Trust (“the Charity”), you agree that we hold your personal data to fulfil the legitimate interests of:

- assessing your application to work for the Charity
- facilitating the selection process
- communicating with you about your application

The categories of data relate to contact details, information included in your CV or cover letter, such as employment history, academic background, skills and competencies, personal interests and languages spoken, and names and contact details for references. Should you not be appointed to a job at the Charity, we will hold your data for a further six months, to comply with our legal obligations.

If you have any queries regarding your data privacy, please contact us via any of the following means:

Email: help@clergysupport.org.uk

Phone: 020 7799 3696

Address: Clergy Support Trust, 1 Dean Trench Street, Westminster, London, SW1P 3HB

You have the right to ask us to provide you with your personal data, the right to have certain data erased or corrected, and conditional rights to restrict us from processing your data, and to object to us processing your data. You have the right to escalate any data privacy complaints to the Information Commissioner’s Office.