# Criminal Convictions Declaration

**Agnes Smith Advice Centre**

The Centre undertakes to treat all applicants for positions within the Centre fairly. The Centre undertakes not to discriminate unfairly against volunteers or paid staff who voluntarily reveal that they have a criminal conviction.

However, our policy is that we will not take on anyone with a conviction for a sexual offence against a child or vulnerable adult, regardless of when the offence took place.

Anyone who applies to work at the Centre is asked to disclose details of unspent convictions during the recruitment process; candidates must not withhold information about unspent convictions.

If you do have an unspent conviction, we will 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 could lead to a withdrawal of an offer of employment or volunteering opportunity.

Name……………………………………………………………………………

I do / do not have any unspent criminal convictions.

Details of offence, including date of conviction:

I do/ do not have a conviction for a sexual offence against a child or vulnerable adult, regardless of when the offence took place.

\*Signature ………………………………………………………………………….

Date ………………………………….

\* If you are unable to sign this form and return it to us electronically, please return it to us unsigned and we will ask you to sign it at the interview. Many thanks.