



## Rehabilitation of Offenders Declaration

As an organisation using the Disclosing and Barring Service (DBS) to access applicants' suitability for positions of trust, Apple Tree Care Home complies fully with the DBS Code of Practice and undertakes to treat all applicants for positions fairly. Apple Tree Care Home also undertakes not to discriminate unfairly against any subject of a Disclosure on the basis of conviction or other information revealed.

Apple Tree Care Home is committed to the fair treatment of its staff, potential staff or users of its services, regardless of race, gender, religion, sexual orientation, responsibilities for dependents, age, physical/mental disability or offending background. We have a written policy on the recruitment of ex-offenders, which is made available to all Disclosure applicants at the outset of the recruitment process.

The post for which you have applied involves working with older people who are considered to be vulnerable and, as such, the post is exempt from the provisions of the Rehabilitation of Offenders Act 1974. This exemption requires that you must declare ALL CONVICTIONS regardless of time passed including those convictions, which would otherwise be regarded as 'spent'. No application for employment will be processed unless this declaration has been completed. A criminal record will not necessarily be a bar to any applicant obtaining the position for which they have applied.

### Declaration:

Have you ever been convicted of any offence? YES / NO

If YES, please give details. You MUST include all offences, even those that would otherwise be considered as 'spent':

.....  
.....

I declare that the information that I have given is correct and that there are no convictions that have not been included. I understand that if I am offered the post and it is subsequently found that the information given is incorrect, this will be treated as gross 'misconduct' and I will be liable to be dismissed without notice.

Signed: .....Full name: .....

Date: ..... Issue Date: ..... Approved by: .....