The Cellar Trust requires all job applicants to undertake a DBS check as part of our recruitment process. This helps us make safer and more appropriate recruitment decisions. As part of this process we ask applicants to complete a Criminal Records Declaration Form.

The role you have applied for requires the lowest level of DBS check (basic) and will detail any recent, unspent and/or serious convictions. This role is covered by the Rehabilitation of Offenders Act 1974 meaning you do not have to declare any spent convictions or cautions.

We recognise the contribution that people with criminal records can make as employees and volunteers and welcome applications from them. A person’s criminal record will not, in itself, stop that person from being appointed to this post. Any information given will be treated in the strictest confidence. 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.
* Your age 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) provided.
* Whether your circumstances have changed since the offending behaviour.

It is important that applicants understand that deliberate attempts to conceal the information requested in this form could result in disciplinary proceedings or dismissal.

If you are unsure whether you have a criminal offence that needs to be declared to an employer, would like advice about how best to declare criminal record information or your rights, the following charity bodies offer free, independent and confidential advice:

[Nacro](https://www.nacro.org.uk/)  
Tel: 0300 123 1999  
Email: [helpline@nacro.org.uk](mailto:helpline@nacro.org.uk)

[Unlock](https://www.unlock.org.uk/)  
Tel: 01634 247350 (Mon-Fri 10am – 4pm)  
Text or WhatsApp: 07824 113848  
Email: [advice@unlock.org.uk](mailto:advice@unlock.org.uk)

Unlock have a useful [calculator](http://www.disclosurecalculator.org.uk/) to help you. It identifies any unspent offences that you need to declare in this section.

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| **Surname:** |  | **First name:** |  |
| **Criminal record declaration**  **Do you have any unspent convictions or conditional cautions?**  **Yes 🞏 No 🞏**  If you have answered yes, you now have two options for disclosing your criminal record.  **Option 1:** You can disclose your criminal record on a separate sheet provided that you mark a cross on the line below and attach the details in an envelope stapled to this form. The envelope should be marked CONFIDENTIAL and state your name and details of the post.  I have attached details of my conviction separately\_\_\_\_\_ (please mark with an X if appropriate.)  **Option 2:** Please provide details in the space below. | | | |
| **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 this role at The Cellar Trust  **Signed: Date:** | | | |

**Please return this form to:** [**recruitment@thecellartrust.org**](mailto:recruitment@thecellartrust.org)