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 post you are applying for is ‘exempt’ from the Rehabilitation of Offenders Act 1974 and requires an Enhanced DBS check detailing spent and unspent convictions as well as the ability to check against the child or adults barred list. Police authorities may also disclose any additional relevant information. This level of check is only available in specific roles, typically those involving regulated activity with children or vulnerable adults.

Therefore, you are required to declare any spent and unspent convictions, cautions, reprimands and final warnings that are not "protected" (i.e. filtered out) as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013

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, prevent anyone 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 convictions, cautions, reprimands or final warnings which are not ‘protected’ as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013)? Y/N \_\_\_\_\_  If you have answered yes 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)