

! About this form

Please print and return completed form in a sealed envelope, marked **CONFIDENTIAL** and you must include **your initials and the post applied for**, to: **Hopian, RECRUITMENT, PO BOX 769, Rotherham, S60 9JJ**

The information disclosed on the form will not be kept with your application form during the application process.

! About the position you applied for

Position Applied For

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.

! About You

First Name

Last Name

Do you have any unspent convictions?

Yes

or

No

If you have answered **Yes**, you now have **2 options** on how to disclose your criminal record.

✓ Option 1

Please provide details of your criminal record in the space below.

▼ Option 2

You can disclose your record under a separate cover 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 the details of the post.

I have attached details of my conviction separately _____ (Please mark with an X if appropriate.)

! 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 Hopian.

Please sign:

and date:

