

## Rehabilitation of Offenders Act 1974

To comply with The Rehabilitation of Offenders Act 1974 you must tell us about any 'unspent' criminal convictions you have. You must also state 'spent' convictions if you are applying for one of the following posts:

- Customer Contact Officers (front-line)
- Refuse Loaders/Drivers
- Street Cleansing Operatives
- Senior Benefits Officers
- Benefit Team Leaders
- Revenue Enforcement Officers
- Housing Needs Officers
- Environmental Health/Technical Officers
- Planning Officers
- Community & Sports Development Officer
- Physical Activity & Lifestyle Co-ordinator
- Building Control Officers
- Development Control Enforcement Officers
- Conservation & Design Officers
- Trees & Landscape Officer
- Arboriculture Officer
- All staff working in Leisure Centres

This Act allows an offender to be rehabilitated, and his or her conviction becomes 'spent' after the periods of time stated in the attached chart. All 'unspent' convictions must be disclosed along with 'spent' convictions for certain jobs.

If you were under 17 years of age on the date of your conviction, please halve the period shown in the right hand column of the chart. This does not apply to sentences under the heading 'Detention by direction of the Home Secretary'.

If you have been sentenced for any offence and the above periods of time have not passed, you must declare the offence. If the period of time has passed you do not need to mention it on your application form.

### **Additional Notes:**

- A sentence of more than 30 months imprisonment or youth custody can never become 'spent'.
- For the purpose of calculating a 'spent' conviction, it does not matter whether a sentence was suspended.

If you need any assistance in completing the attached form, please contact a member of the Personnel team on 01258 484032 for advice.

| <b>Details of sentence</b>   | <b>Becomes 'Spent' after</b>   |
|--|--|
| Prison (with an immediate or suspended sentence) or young offender institution for more than 6 months but less than 30 months  | 10 years   |
| Prison or detention in a young offender institution for 6 months or less   | 7 years  |
| A sentence of Borstal Training   | 7 years  |
| A fine or other sentence not expressly covered by the Act  | 5 years  |
| An absolute discharge  | 6 months   |
| A probation order, conditional discharge, bind over, fit person order, supervision order or care orders under the Children and Young Persons Acts (and equivalent in Scotland) | 1 year or until the order expires (whichever is the longer), or 5 years if a probation order was made on or after 03/02/1995 |
| Cashiering, discharge with ignominy or dismissal with disgrace from the Armed Forces   | 10 years   |
| Simple dismissal from the Armed Forces   | 7 years  |
| Detention  | 5 years  |

#### **Detention by direction of the Home Secretary**

|   |   |
|---|---|
| A detention period exceeding 6 months but not exceeding 30 months           | 5 years   |
| A detention period not exceeding 6 months                                   | 3 years   |
| A detention care order  | 3 years   |
| A remand home order, an approved school order or an attendance centre order | The period of the 'order' plus a further year after the order expires   |
| A hospital order under the Mental Health Acts                               | The period of the 'order' plus a further 2 years after the order expires, with a maximum of 5 years from date of conviction |

## Disclosure of criminal convictions

(to be completed by all applicants)

Surname: \_\_\_\_\_

Forename(s): \_\_\_\_\_

Address: \_\_\_\_\_

Post applied for: \_\_\_\_\_

If you have no convictions, please enter 'None' in the box

Offence: \_\_\_\_\_

Date of conviction: \_\_\_\_\_

Sentence: \_\_\_\_\_

Further information in relation to any conviction may be required at interview.

I declare that the information I have given is correct. I understand that if I am employed any false information will result in termination of my contract with North Dorset District Council.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_