

**DECLARATION OF CRIMINAL RECORD
(Standard and Enhanced Disclosure)**

Action For Equality

The British Volleyball Federation values equality in employment and the services it provides. Our workforce is built on open and fair employment practices. Our staff are valued throughout their working lives with us.

We welcome applicants from all sections of the community and appoint on the basis of merit. We believe in open and fair employment practices.

We work within the provisions of the 1974 Rehabilitation of Offenders Act which enables some criminal convictions to become "spent", or ignored, after a period of time has elapsed from the date of the conviction. Certain posts are exempt from the Act i.e. where we can ask for an individual's convictions spent or otherwise to be declared. This is usually because of the sensitive nature of the post. Should you require further information on whether a conviction is "spent" or not this available from National Association For The Care And Resettlement Of Offenders (NACRO), on 020 7582 6500.

Before completing this form, please read the following notes carefully.

- **Due to the nature of the post you have applied for, you need to declare all criminal convictions, reprimands, final warnings, cautions or other non-conviction information, even those which might have been considered 'spent' under the Rehabilitation of Offenders Act 1974**

Please return the completed form with your application

	Yes	No
Have you ever been convicted of a criminal offence or been given a formal reprimand, final warning or caution by the police?	<input type="checkbox"/>	<input type="checkbox"/>

If yes, please provide details:

Date of offence	Nature of offence	Sentence or nature of police sanction

Is there any other non-conviction information (e.g. pending prosecutions), which may have a bearing on your suitability for this post?

If yes, please provide details:

I certify that, to the best of my knowledge, the information I have given on this form is true and accurate. I am fully aware that failure to disclose any convictions or bind overs may result in an offer of appointment being withdrawn or dismissal after appointment.

Signed

Date

Name (please print)

Post applied for

British Volleyball Federation

Policy Statement on the Recruitment of Ex-Offenders

- ❖ As an organisation using the Criminal Records Bureau (CRB) Disclosure service to assess applicants' suitability for positions of trust, the English Volleyball Association complies fully with the CRB Code of Practice and undertakes to treat all applicants for positions fairly. It undertakes not to discriminate unfairly against any subject of a Disclosure on the basis of conviction or other information revealed.
- ❖ The British Volleyball Federation is committed to the fair treatment of its staff and potential staff, regardless of race, gender, religion, sexual orientation, responsibilities for dependants, age, physical/mental disability or offending background.
- ❖ We have a policy on the recruitment of ex-offenders, which is made available to all Disclosure applicants at the outset of the recruitment process.
- ❖ We actively promote equality of opportunity for all with the right mix of talent, skills and potential and welcome applications from a wide range of candidates, including those with criminal records. We select all candidates for interview based on their skills, qualifications and experience.
- ❖ Where a Disclosure is to form part of the recruitment process, we encourage all applicants called for interview to provide details of their criminal record at an early stage in the application process. We guarantee that this information is only be seen by those who need to see it as part of the recruitment process.
- ❖ Unless the nature of the position allows the British Volleyball Federation to ask questions about your entire criminal record we only ask about "unspent" convictions as defined in the Rehabilitation of Offenders Act 1974.
- ❖ We ensure that all those in the British Volleyball Federation who are involved in the recruitment process have been suitably trained to identify and assess the relevance and circumstances of offences. We also ensure that they have received appropriate guidance and training in the relevant legislation relating to the employment of ex-offenders, e.g. the Rehabilitation of Offenders Act 1974.
- ❖ At interview, or in a separate discussion, we ensure that an open and measured discussion takes place on the subject of any offences or other matter that might be relevant to the position. Failure to reveal information that is directly relevant to the position sought could lead to withdrawal of an offer of employment.
- ❖ We undertake to discuss any matter revealed in a Disclosure with the person seeking the position before withdrawing a conditional offer of employment, or dismissal after appointment.

Having a criminal record will not necessarily bar you from working with us. This will depend on the nature of the position and the circumstances and background of your offences.