

THE MORAY COUNCIL

ADDENDUM TO APPLICATION FORM

DISCLOSING CRIMINAL HISTORY INFORMATION

The post for which you have applied is defined as exempted employment within the terms of the Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975, as amended. You are therefore required to declare any convictions, offences, conduct or circumstances that would be regarded as spent under the Rehabilitation of Offenders Act but, that should be disclosed in order to consider your suitability to be employed in the position applied for.

Declaration of any convictions, offences, conduct or circumstances, will not in itself debar you from being considered for the post. You are, however, informed that failure to bring any conviction to the notice of the Council, either on this form or at subsequent interview, could lead to the withdrawal of an offer of a position or to disciplinary action, including summary dismissal, even if the information is not directly relevant to the appointment.

You must therefore complete the form overleaf and return it with your application. Please seal the form in an envelope bearing your name and marked "Confidential - Rehabilitation of Offenders Act" and staple the envelope to your completed application form.

All information contained on the form will, of course, be treated in strictest confidence. If you are offered an appointment with the Moray Council, the completed form will be retained as part of your confidential personal file within the Personnel Records System. If your application is unsuccessful, the form will be kept for 6 months, along with your application form, and then both documents will be destroyed by shredding.

Please complete Part 1 and then either Part 2 or Part 3 of the form, as appropriate.

PART 1

Job and Personal Information

Job applied for:

Ref No: Job Title: Department:
.....

Forename(s): Surname:

Address:
.....
.....

PART 2

I confirm that I have no convictions, offences, conduct or circumstances to declare.

Signed: Date:

PART 3

I confirm that the conviction(s), offence(s), conduct or circumstances, listed below, apply to me:

Signed: Date:

**SEAL THIS FORM IN AN ENVELOPE MARKED
"CONFIDENTIAL - REHABILITATION OF OFFENDERS ACT"
AND STAPLE THE ENVELOPE TO YOUR COMPLETED APPLICATION FORM**