

CRIMINAL RECORD DECLARATION

You are requested by HETAS to complete this form as an applicant to register with HETAS.

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. If you are not sure whether your convictions are spent, further information is available from Nacro, Unlock or guidance from the Ministry of Justice at

www.gov.uk/government/publications/new-guidance-on-the-rehabilitation-of-offenders-act-1974 Refer to HETAS Policy Statement on registration of ex-offenders (issued June 2020).

A person's criminal record will not, in itself, debar that person from being registered with HETAS. Suitable applicants will not be refused registration 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. HETAS will make a balanced judgement on each applicant, having regard to such factors as:

- a. the applicant's age at the time of the offence;
- b. how long ago the offence took place;
- c. whether it was an isolated offence or part of a pattern of offending;
- d. the nature of the offence;
- e. its relevance to the role for which they have applied to HETAS;
- f. their employment status, such as whether they are employed by a company which is aware of their background and undertakes to supervise them accordingly; and
- g. what else is known about the person's conduct before and since the offence.

It is important that applicants understand that failure to disclose all unspent convictions could result in investigation and removal of their HETAS registration.

Please return this form to:

Joanna Courtney-Wiggins, Registration Manager
HETAS Limited, Severn House, Unit 5, Newton Trading Estate, Green Lane, Tewkesbury GL20 8HD

Surname:

Forename:

Business name:

Date of birth:

Do you have any unspent convictions? Yes No

If you have answered yes, please provide details of your criminal record in the space below.

Date	Court	Offence	Sentence

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 accepted for Registration at HETAS.

Signed:

Date: