

Criminal Convictions

This form and the Equal Opportunities Monitoring Form should be put in the envelope provided, sealed and submitted with your completed Employment Application Form.

All shortlisting will be made on a completely fair basis in accordance with KASP Equal Opportunities Policy and Recruitment of Ex-Offenders Policy.

Post Applied For:	
Full Name:	
Address:	
Postcode:	

Because of the nature of the volunteering for which you are applying, this post is exempt from the provision of Section 4(2) of the Rehabilitation of Offenders Act 1974, by view of the Rehabilitation of Offenders Act 1974 (Amendment) orders 1986. Applicants are therefore not entitled to withhold any information about convictions which for other purposes are 'spent' under provision of the Act, or any information of imprisonment. Any failure to disclose such a conviction could result in removal from the post by the Scheme. Any information given will be completely confidential and will be considered only in relation to application for a position to which the Order applies. In view of the above, please answer the following questions by putting a tick beside the answer.

Have you ever been convicted of a criminal offence?	Yes No
Have you ever been the subject of any investigation or inquiry into abuse or other inappropriate behaviour?	Yes No
<p>If you are interviewed, this information will not be part of the assessment of your suitability for the post. However, before any offer is made to you, your answers to the questions will be checked. If you have answered yes to either of the above questions, you will be asked for details.</p> <p>Having a Criminal Record will not necessarily bar you from volunteering with KASP. This will depend on the nature of the role, together with the circumstances and background of your offences.</p> <p>I declare that the information given on this form is, to the best of my knowledge, true and complete. Any false statement may be sufficient cause for rejection or, if recruited, removal from post. In the event of being offered the position I understand that a Disclosure will be requested.</p>	
Signature:	Date:

Equal Opportunities Monitoring Form

General- All information provided on this form will be used solely for monitoring purposes. It will be treated in strictest confidence and will have no bearing on the way your application is considered. It will be used to help us to monitor compliance with our Equality Policy and will not be referred to during the recruitment and selection process.

Commitment- KASP is committed to achieving equal opportunities in volunteering, providing these details offers us a valuable insight into the effectiveness of our Equality and Recruitment Policies.

Equality Policy- The aim of our Equality Policy is to ensure that no volunteer applicant receives less favourable treatment on the grounds of sex, marital status, skin colour, race, religion or ethnic origin or is disadvantaged by conditions or expectation which cannot be shown to be justifiable.

Monitoring Information

Title:		Surname:		Forename(s):	
Date of Birth		Nationality:			
Application for the post of:					
Where did you hear of this vacancy?					
Gender		Married		Single	
I would describe my ethnic origin as:			My religion is:		
Black African			Buddhist		
Indian			Catholic		
Black Caribbean			Hindu		
Chinese			Jewish		
Bangladeshi			Muslim		
Other			None		
White			Other		
Pakistani			Other Christian		
Black Other			Protestant		
			Sikh		
			If other please write:		
I would describe my sexuality as:					
Do you consider yourself to be disabled? (delete as applicable)					YES/NO
If yes, please give details:					
Outcome of Application-(to be completed by office after recruitment process)					
Invited to Interview Yes/No			Offered Post Yes/No		