



STATEMENT OF CONVICTIONS

Employing people with convictions:

Bridge operates a fair and responsible practice for volunteers.

The Criminal Records Bureau (CRB) has issued guidance to ensure that criminal record information is not used by an organisation as the sole criterion to decide on a person's fitness for work.

Volunteering suitability of a person with a criminal record will vary, depending on the nature of the work and the details and circumstances of any convictions. Bridge base recruitment decisions on a number of factors that include relevance of any criminal convictions, period of rehabilitation, risk assessment and any statutory requirements.

Members of the Senior Management Team set the level of check required for each volunteering post in line with good practice, current legislation and the Code of Practice for Registered Bodies with the CRB.

Attached to this statement you will find a form that will need to be completed by yourself, if you have any recorded convictions, cautions, reprimands or final warnings. This form will enable you to elaborate on the circumstances surrounding these disclosures.

We are asking you to supply an accounting of these offences, in your own words, including any mitigating circumstances you feel are relevant. Would you please also list the dates of convictions, sentence/penalty and finally in the comments box, giving a brief account of those offences as described above.

You do have the right not to complete and return this form. However should you be offered a volunteer post, it will be conditional upon the receipt of the CRB check. Should you then accept an offer to work as a volunteer with Bridge, we will submit an enhanced CRB disclosure for you, and any information you have previously furnished us with will be compared against any CRB return we receive for you. If the information contained within the two documents differs in any way it may affect the decision made for you to be able to work for Bridge as a volunteer.

Thank you in anticipation of your cooperation in this matter.

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APPLICANTS NAME:

POSITION APPLIED FOR:

Please place the completed form within a sealed envelope marked Private & Confidential and return it with your Application Form

Conviction Details – Type of Conviction	Date	Disposal (Sentence/Penalty)	Comments
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