



Declaration

|  |  |  |  |
| --- | --- | --- | --- |
| Are you closely related to a staff, Committee or Board Member of WATMOS or one of the TMOs? (A ‘close’ relationship is defined as one of the following: parents, children, grandchildren, brothers, sisters, husband, wife, civil partner or partner) | Yes ☐ | No | ☐ |
| If yes please state the name of the staff, Committee or Board Member and the nature of the relationship |  | | |
| Are you currently a Committee or Board Member of WATMOS or one of the TMOs or have you been a Board or Committee Member or Staff Member in the last 6 months. | Yes ☐ | No | ☐ |
| Are you a tenant of WATMOS or related to a tenant? | Yes ☐ | No | ☐ |
| Do you have the right to work in the UK? | Yes ☐ | No | ☐ |

Any canvassing, directly or indirectly, for appointments with WATMOS is strictly prohibited and will disqualify candidates.

This document forms part of the contract of employment. If any information given by you in this application is found to be false or if you wilfully omit or suppress material facts you may be liable to dismissal, if appointed.

|  |  |
| --- | --- |
| I declare that to the best of my knowledge and belief the information given in this form is correct. | |
| Signed: | Date: |
| If returning your application form by e-mail you do not need to sign the form but will be asked to do so should you be invited for interview. | |

Now please complete the ‘Disclosure of Criminal Convictions Form’ and ‘Recruitment Monitoring Form’ on the pages which follow.

For office use only. Candidate number:





Disclosure of Criminal Convictions

|  |  |  |
| --- | --- | --- |
| **The Rehabilitation of Offenders Act 1974 primarily exists to support the rehabilitation into employment of reformed offenders who have stayed on the right side of the law. Under the 1974 Act, following a specified period of time which varies according to the disposal administered or sentence passed, cautions and convictions may become spent. As a**  **result the offender is regarded as rehabilitated.** | | |
| **Sentence/Disposal** | **Rehabilitation Period for Adults Following Sentence (applies from end date of the sentence including the licence period or time of conviction for non-custodial convictions)** | **Rehabilitation Period for those under the age of 18 Following Sentence (applies from end date of the sentence including the licence period or time of conviction for non-custodial convictions)** |
| Custodial sentence\* of over 4 years, or a public protection sentence | Never spent | Never spent |
| Custodial sentence of over 30 months (2 ½ years) and up to and including 48 months (4 years) | 7 years | 3½ years |
| Custodial sentence of over 6 months and up to and including 30 months (2 ½ years) | 4 years | 2 years |
| Custodial sentence of 6 months or less | 2 years | 18 months |
| Community order or youth rehabilitation order\*\* | 1 year | 6 months |
| Fine | 1 year | 6 months |
| Conditional discharge | Period of the order | Period of the order |
| Absolute Discharge | None | None |
| Conditional caution and youth conditional caution | 3 months or when the caution ceases to have effect if earlier | 3 months |
| Simple caution, youth caution | Spent immediately | Spent immediately |
| Compensation order | On the discharge of the order (i.e. when it is paid in full) | On the discharge of the order (i.e. when it is paid in full) |
| Binding over order | Period of the order | Period of the order |
| Attendance centre order | Period of the order | Period of the order |
| Hospital order (with or without a restriction order) | Period of the order | Period of the order |
| Referral order | Not available for adults | Period of the order |
| Reparation order | Not available for adults | None |

However there are certain important exemptions where **all** previous offences must be disclosed. Within WATMOS this includes all work **which brings people into contact with residents / clients** and the organisation’s financial affairs including Housing Officers, Supported Housing Officers, Caretaking Staff, Surveyors, Environmental Operatives and all staff employed in the Finance Department and Internal Audit. This list will be reviewed regularly.

Please complete the section(s) below giving details of **spent or unspent criminal convictions**. If there are **no** criminal convictions, please state **‘none’.** The information you provide will be treated as strictly confidential and used only in relation to the appointment for which you are applying. Disclosure of a conviction does not necessarily mean that you will not be appointed; the main consideration will be whether the offence is one which would make an applicant unsuitable for the type of work to be done. **Any false or misleading information** may result in dismissal. **If sending by e-mail the form can be signed at interview, if selected.**

|  |  |
| --- | --- |
| Unspent Convictions | Dates |
|  |  |
| Spent Convictions | Dates |
|  |  |

|  |  |
| --- | --- |
| Signed: | Date |
| Name: |  |
|  | |
| For office use only. Candidate number: | |





Equal Opportunities

WATMOS Community Homes is committed to implementing equal opportunities in all of its employment practices. Our aim is to ensure that all job applicants and employees receive equal treatment. The following are examples of factors which are not taken into account in employment decisions (except in cases where the nature of the work makes this essential and the law allows this): age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation. The organisation has policies and procedures to eliminate discrimination in the recruitment, selection and promotion of all individuals. In order to monitor the effectiveness of our equality and diversity policies we ask you to provide the information below. The information is confidential and does not form part of your application. This questionnaire will be detached from your application form when it is received and the information will not be taken into account when short listing candidates and/or making an appointment.

**EQUAL OPPORTUNITIES MONITORING – STRICTLY CONFIDENTIAL**

|  |  |  |
| --- | --- | --- |
| **Post Applied For** |  | |
| **Where did you see the advertisement?** |  | |
| **Last Name** |  | |
| **Forenames** |  | |
| **Date of Birth** |  | |
| **Gender** |  | |
| **Driving Licence** | Yes ☐ No ☐ | |
| **Car Owner** | Yes ☐ No ☐ | |
| **Ethnic Origin** |  | Please Tick One |
|  | Asian or Asian British - Bangladeshi | ☐ |
| Asian or Asian British - Indian | ☐ |
| Asian or Asian British - Pakistani | ☐ |
| Asian or Asian British - Other | ☐ |
| Black or Black British - African | ☐ |
| Black or Black British - Caribbean | ☐ |
| Black or Black British - Other | ☐ |
| Chinese | ☐ |
| Mixed - White and Asian | ☐ |
| Mixed - White and Black African | ☐ |
| Mixed - White and Black Caribbean | ☐ |
| Mixed - Other | ☐ |
| Other ethnic background | ☐ |
| White - British | ☐ |
| White - Irish | ☐ |
| White - Other | ☐ |
| Information refused | ☐ |
| **Do you consider yourself to have a disability?** | Yes ☐ No ☐ |  |
| **Signed** |  | If submitting application by e-mail form can be signed at interview, if selected. |
| **Date** |  |  |

For office use only. Candidate number: