



CHARACTER ENQUIRY FORM

Before you can be regarded as qualified for appointment, SNH must be satisfied about your character. Please, therefore, read the notes below and complete and return this form.

'Offence' in questions 1,2 and 3 includes motoring but not parking offences.

If you give any information which you know is false or if you withhold any relevant information, this may lead to your application being rejected or, if you have already been appointed, to your dismissal.

You need not give details of any conviction which is 'spent' under the Rehabilitation of Offenders Act 1974 unless you are applying for a post which involves working with children (as specified on the job description for the post) in which you must detail all convictions. Should you have any doubts as to whether or not a conviction is spent, you should, before filling in the form, seek advice from an appropriate person e.g. a solicitor, the Clerk of the Court where you were convicted or a Citizen's Advice Bureau.

You must tell us immediately if you are charged with an offence after you complete this form and before you take up any job offered as a result of your application.

You must sign and date this form.

Answering 'Yes' to any of these questions will not necessarily prevent you from being appointed. Each case is considered on its merits.

For all posts

Have you ever been cautioned, convicted or found guilty of any offence by any Court, in the UK or abroad, or by any Court Martial ? Please only include convictions which would otherwise be spent if the role applied for involves working with children.

Yes No

Are you on probation, on a conditional discharge, or 'bound over' after being charged with any offence ?

Yes No

Have you been charged with any offence which is still pending ?

Yes No

Are you insolvent ?

Yes No

Is a Receiving Order in effect on your property ?

Yes No

Are you an un-discharged bankrupt ?

Yes No

For posts which involve working with children (as detailed on the job description)

Have you ever been subject to any disciplinary action or sanctions relating to children or child abuse ?

Yes No

Are you a person known to any social services department as being an actual or potential risk to children ?

Yes No

If the answer to any of the above questions is 'Yes', please give full details below:

For questions 1,2 and 3 you should include details of the date and place of the Court hearing, the type of offence, the sentence or order of the court and, if applicable, the name and address of the Probation Officer.

If you have been declared bankrupt, you should give details of the date of the proceedings and the place at which they were held.

For questions 7 and 8 you should include details of the employer and/or social services department as well as full details of the offences and any actions/sanctions taken.

Details should be provided below (please continue on a separate sheet if necessary)

May we approach the Court concerned?

Yes

No

I declare that the information I have given is, to the best of my knowledge and belief, true and complete.

Name (Capitals): _____

Signature: _____ Date: _____