

Posts Subject to the Rehabilitation of Offenders Act 1974

The position you have applied for is subject to the Rehabilitation of Offenders Act 1974, therefore Southampton City Council will undertake to use the Criminal Records Bureau, for some posts, this will include details of cautions, reprimands or final warnings as well as convictions. Under the Rehabilitation of Offenders Act 1974, you do not need to provide details about previous convictions, which are 'spent.'

Whereby a Disclosure is to form part of the recruitment process applicants are encouraged to provide details of their criminal record at an early part of the process, all information will be kept confidential and only disclosed to those parties relevant to the recruitment process.

The disclosure of a criminal record will not necessarily prevent your employment with us; in making a decision, the council will consider many factors relevant to the appointment. If required we will only ask questions regarding 'unspent' convictions as defined in the Rehabilitation of Offenders Act 1974 and that are relevant to the position sought. Failure to disclose relevant information could lead to Southampton City Council withdrawing the offer of employment.

A conviction becomes spent after a certain length of time, which changes depending upon the sentence and your age at the time of conviction. (The periods are halved if the conviction took place when you were aged 17 or less).

Sentence	Period of good conduct needed for conviction to be spent
6 months to 2 ½ years imprisonment	10 years
Less than 6 months imprisonment	7 years
Borstal Training	7 years
A fine or Community Service Order	5 years
Probation Order, Conditional Discharge, or Bind Over	1 year
An Absolute Discharge	6 months

Note: If a person is sentenced to more than 2 ½ years in prison, (corresponding court martial punishment), his/her conviction can never become 'spent'.

If you have any doubts about whether you have to declare a previous conviction, you should contact your local Probation Office or the Citizens Advice Bureau, or your solicitor.

The CRB has a code of practice regarding the use of your information, a copy of which is available by clicking the back button in your browser to return to the last page and selecting the link called CRB – Code of Practice and Explanatory Guide from the list.