HR Use Only – Destruction Date (6 months):\_\_\_/\_\_\_/\_\_\_

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**Objective Assessment of a Disclosed Criminal Conviction**

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| Job Title: |  | Department: |  | Name of Recruiter: |  |
| Current staff or applicant? |  | Applicant’s name: |  | | |
| Brief description of role: |  | | | | |

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| **Department/Institution to complete** | | **HR use only**  **Risk assessment** | | |
| Did the applicant disclose any convictions at recruitment stage? (e.g. within the application form or at interview?) |  | High  No |  | Low  Yes |
| What was the offence? |  | High  Murder, manslaughter, rape/serious sexual offence, GBH/serious acts of violence, Class A drug related, drink driving (if role related) | Medium  Robbery, burglary, theft, deception, fraud, drunk & disorderly, criminal damage | Low  Other drink driving offences, vandalism |
| Is the conviction spent? (see [Nacro’s website](https://www.nacro.org.uk/criminal-record-support-service/support-for-individuals/disclosing-criminal-records/rehabilitation-offenders-act/)) |  | High  No |  | Low  Yes |
| When was the offence committed? |  | High  Less than 3 years ago | Medium  3 - 10 years ago | Low  10 years + ago |
| What was the sentence? |  | High  Custodial | Medium  Suspended, community, conditional discharge | Low  Warning, caution, reprimand, fine, absolute discharge |
| Is the type/nature of the offence directly relevant to the position? |  | High  Yes | Medium  Some link between offence and position | Low  No |
| Is there a pattern of specific offences? |  | High  Yes | Medium  Some instances | Low  No pattern |
| Was the offence committed in an employment situation? |  | High  Yes | Medium  Some link with an employment situation | Low  No |
| Has the recruiter received references?  If yes, are the satisfactory? |  | High  Referees declare applicant unsuitable | Medium  Referees share some reservations | Low  Referees declare applicant suitable |
| Does the applicant offer any reasonable mitigating circumstances regarding the offence? |  | High  No | Medium  Some mitigating circumstances | Low  Yes |
|  | | Total number of High | Total number of Medium | Total number of Low |

**HR Director/Assistant Director only**

On consideration of this assessment, it is believed that the applicant does / does not constitute a risk for the following reasons:

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Therefore, the applicant should / should not be offered this position.

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| --- | --- |
| Name: |  |
| Signature: |  |
| Date: |  |