

VALLEYS FINANCE / FAMILY FINANCE - APPLICATION FORM

Title	Forename	Surname
Current Address		Postcode
Time at current address(if less than 3 years-previous address)		
Home Telephone number		Mobile number
Previous address 1		Postcode
Time at previous address		
Current address :- Homeowner / Tenant / Other		Are you on the Voters Roll Yes / No
Marital Status	Date of Birth	
Have you ever been convicted of a Criminal Offence other than spent conviction under the Rehabilitation of Offenders Act 1974 (see guidance notes)		Yes / No
If yes, please give details		
Have you ever been declared Bankrupt, subject of an IVA / Administration Order or had a County Court Judgement entered against your name		Yes / No
If yes, please give details		
Do you hold a full UK driving licence		Yes / No
Any endorsements (give details)		
Present Health ?		
Are you receiving any regular treatment or medication		Yes / No
If yes, please give details		
REFERENCES (please provide two references. One must be a previous employer)		
1. Reference name and address.....		
Telephone number	Relationship.....	
2. Reference name and address.....		
Telephone number.....	Relationship.....	
Note – no references will be taken up unless an offer of employment is made		
CONSENT / DECLARATION BY APPLICANT		
I confirm that the above information is correct and that I undertake to notify Valleys /Family Finance of any changes.		
I understand that any false information or deliberate omissions will disqualify me from employment with this company or may render my employment liable to termination.		
Please sign to confirm consent to the following:-		
Consent for references to be obtained		
Consent for credit / electoral roll check to be made		
Consent for a Criminal record check to be made		
Consent / Declaration Signature.....		Dated...../...../.....

Detail any experience that you feel relevant to supplement application

Main strengths and weaknesses

Achievements / Qualifications

Hobbies / Interests

REHABILITATION OF OFFENDERS ACT 1974 : GUIDANCE NOTES FOR APPLICANTS

This legislation provides that, subject to certain exemptions, a person who has been convicted of a criminal offence and who has served their sentence becomes rehabilitated after a specified period and is not obliged to disclose past convictions.

EXEMPTIONS

There are certain convictions for which a person cannot become rehabilitated. These are :-

- a sentence of imprisonment for life
- a sentence of imprisonment, youth custody, detention in a young offender institution or corrective training for a term exceeding 30 months
- detention during Her Majesty's pleasure or sentence of custody of life
- a sentence of preventative detention

REHABILITATION PERIOD

The length of time that must elapse before a conviction can be regarded as "spent" varies according to the nature of the conviction as follows :

SENTENCE	REHABILITATION PERIOD
Imprisonment or youth custody, detention in a young offender institution or corrective training for more than 6 months but no more than 30 months	10 years
Cashiering, discharge with ignominy or dismissal with disgrace from Her Majesty's Service	10 years
Imprisonment, youth custody or detention in a young offenders institution for a term not exceeding 6 months	7 years
Dismissal sentence from Her Majesty's Service	7 years
Fine, probation (for conviction on or after the 3 rd February 1995) or any other sentence	5 years
Conviction where hospital order is made under Part 111 of the Mental Health Act 1983	5 years from the date of conviction or 2 years after the end of hospital order
A fine or any other sentence subject to rehabilitation under the Act	5 years
Conditional discharge, probation (for convictions before 3 rd February 1995) binding over, an attendance centre order, a secure training order, a residential training order, an approved school order, a community supervision order, a supervision order or requirement or custody in a remand home	1 year from the date of conviction or the expiry of the order, whichever is the longer
Absolute discharge	6 months
Referral Order	Expiry of the Order

In all these cases, the rehabilitation period runs from the date of conviction and not from the expiry of the sentence.

CONVICTIONS DURING THE REHABILITATION PERIOD

If another offence is committed during the rehabilitation period and the relevant sentence is not excluded from rehabilitation, the period, which would end earlier, is extended to expire when the longer period expires. If the offence is subject to one of the sentences excluded from the Act, the offender will not become rehabilitated in respect of either conviction.

CONSEQUENCES OF NON DISCLOSURE

A rehabilitated person is not obliged to disclose details of any previous convictions. However, failure to disclose convictions, which are not spent, will lead to your dismissal.

These notes are intended to provide a brief outline of how the 1974 Act can affect applicants.

Office use :-

Interviewer Notes :-

Job Offer :-

Yes / No

Role :-

Start Date :-

Vetting :-

Voters Roll / Credit Search.

Referees.

Passport / Drivers Licence

Orders for / Allocation of :-

Car

Phone

Payroll Number

Authorised Signature

Dated/...../.....