**Convictions/Disqualifications/Criminal Records**

Leeds Heritage Theatres (LHT) is committed to promoting the safeguarding and welfare of children, young people and vulnerable adults. Therefore, all appointments are subject to satisfactory pre-employment checks, and relevant roles will need to complete an enhanced DBS check.  
  
A criminal record will not necessarily be a barrier to obtaining a position at LHT; if a check is returned and reveals any information, this will be discussed with the applicant. A decision will then be made in conjunction with the Chief Executive as to whether the offer of employment should be withdrawn.

**Rehabilitation of Offenders Act 1974 (Exceptions)(Amendments) Order 1986**

We would draw your attention to the following statement: -

“Because of the nature of the work for which you are applying, this post is exempt from the provisions of Section 4(2) of the Rehabilitation of Offenders Act, 1974, by virtue of the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 and the Rehabilitation of Offenders Act 1974 (Exceptions) (Amendment) Order 1986. Applicants are, therefore, not entitled to withhold information about convictions which for other purposes are ‘spent’ under the provisions of the Act”.

**Please provide details below if you have been convicted of a criminal offence or have been the subject of a conditional discharge or probation order.** (Past criminal proceedings are not necessarily an obstacle to taking up a post. This occurs only where the offence/s is/are deemed relevant. Any details will be discussed with you should you be the successful candidate based on an offer of employment being made.

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| **Declaration** |

**Are you subject to any legal or immigration conditions, which relate to your employment in this country?** **Yes/No.**

If ‘yes’ please use the space below to tell us what these are.

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|  |

**Are you closely related or married to a staff or Board member of Leeds Heritage Theatres?** **Yes/No**

If yes, please state the name of the staff or Board member and the nature of this relationship below.

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**References**

Please provide two references that we can contact if you are successful in your application. Please note, that at least one of your references should be your most recent employer and the other can be from another employer, a volunteer role, landlord, or tutor (for example) but **should not** be a relative.

##### Referee

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| --- | --- | --- | --- | --- | --- |
| Name: |  | |  | | |
| Address: |  | |  | | |
| Telephone |  | |  | | |
| Mobile: |  | |  | | |
| Email: |  | |  | | |
| Relationship to you: |  | |  | | |
| How long have you known them? |  | |  | | |
| **Can we contact them?** | **yes** | **no** | **yes** | **no** |

**Statement to be Signed by Applicant**

Please complete the following declaration and sign in the appropriate place below. If this declaration is not completed and signed, your application will not be considered.

**I confirm that all the information given by me on this form is correct and accurate and I understand that if any of the information I have provided is later found to be false or misleading or if anything has been omitted, any offer of employment may be withdrawn, or employment terminated.**

|  |  |
| --- | --- |
| **Signed:** | **Date:** |