

DECLARATION FORM

Position applied for:	
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CONTACT DETAILS

Surname			
First name			
Address			
Postcode			
Mobile number		Home number	
Work number		Preferred number	
Email address to be used for primary communication			

ELIGIBILITY TO BECOME A BOARD MEMBER

Arhag requires its Board members to sign a **'fit and proper person'** declaration when they are appointed to the Board and update these declarations annually. Applicants for Board roles are also requested to complete a 'fit and proper' person declaration as part of their application. A 'fit and proper' person is someone who is **not**:

- Disqualified from acting as a charity trustee
- Convicted of an offence involving deception or dishonesty (or any such conviction that is legally regarded as spent)
- Involved in tax fraud
- An undischarged bankrupt in compositions or arrangements with your creditors from which you have not been discharged removed from serving as a charity trustee, or been stopped from acting in a management capacity within a charity disqualified from serving as a company director

Are you a fit and proper person to become a member of the Arhag Board?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
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Arhag also requires applicants to declare any other circumstances which may have a bearing on or conflict with their potential membership of the Board. These include a senior, director or non-executive role with a contractor or supplier to the Association, including those of a close family member.

Do any of these conditions apply to you?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
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If you have answered yes, please give further details:

Are you an Arhag tenant?

Yes

No

REFERENCES

Please provide contact information for two referees you have worked for or with, in the last 5 years. References will not be taken until you have been offered the role and your consent will be obtained before we contact your referees.

	Referee 1	Referee 2
Full name		
Position		
Organisation		
Relationship to you		
Address inc post code		
Work number		
Mobile number		
Email address		

RECRUITMENT AND SELECTION PROCESS

Can you attend the specified interview dates?	Yes <input type="checkbox"/>	If you selected No, please specify your availability	
	No <input type="checkbox"/>		
How did you hear of this role?	<i>Please insert</i>		

REHABILITATION OF OFFENDERS ACT 1974

Arhag Housing Association is committed to recruiting professionals from all areas of the community including offenders and ex-offenders.

The Rehabilitation of Offenders Act 1974 requires us to ask if you have any 'unspent' convictions. The information you provide will be treated in the strictest confidence and only be taken into account where, in the reasonable opinion of Arhag Housing Association, the offence is relevant to the post for which you are applying.

Under the Exception Order 1995, certain types of employment and professions are exempt from the Rehabilitation of Offenders Act 1974 and in cases for example where the employment sought involves working with children or vulnerable adults, details of all criminal convictions, both spent and unspent, must be disclosed to us.

If you are unsure of whether your conviction(s) should be disclosed please check the nacro website using this link to the [Disclosing criminal records guide](#).

Failure to declare a relevant conviction that later comes to light may result in you being removed from office.

A DBS check will be obtained for the successful applicant. Applicants should therefore disclose both spent and unspent convictions.

Do you have any unspent criminal convictions or spent convictions covered by the Exception Order 1995?	Yes <input type="checkbox"/>
	No <input type="checkbox"/>

If yes, please provide details on a separate sheet marked 'CONFIDENTIAL', and submit it with this form.

DECLARATION

- I hereby confirm that the information given is true and correct.
- I understand that any false or misleading information, as well as withholding relevant information, may lead to my application being disqualified, the withdrawal of an offer or, if I have been appointed, to my removal from the Board.

Signed

Date

Please return the completed form to companysecretary@arhag.co.uk