
DISCLOSURE SUPPORT

HOW TO DISCLOSURE



It is important that you disclose your convictions accurately, based on the Rehabilitation of Offenders Act 1974 (<https://www.legislation.gov.uk/ukpga/1974/53/contents>) and the precise details of your conviction. Both 'over' and 'under disclosing' are common mistakes and either one can have a big impact on your chances of being successful. 'Over disclosing' can happen accidentally if you are not aware your conviction is spent and you disclose it anyway. 'Under disclosing' often comes from misunderstanding but can be very damaging if an employer later finds out from a background check about a conviction you should have disclosed.

We recommend using a 'Disclosure Statement' or a similar written format to either give to employers directly or for you to use as a reference to ensure an accurate disclosure. The timing of your disclosure will vary based on the opportunity; Roles with PVG or other High Level checks require disclosure early in the application process, for other opportunities it will vary from point of application, to interview or selection. Recent surveys carried out by Apex Scotland suggest more employers are waiting until after interview to discuss convictions, giving a fairer chance to those with something to disclose.

Ultimately you need to be prepared to discuss your conviction with an employer or opportunity provider. They are entitled to ask you questions relevant to the role you are applying for to assess your suitability. This may be in relation to the offence that led to your conviction or the circumstances around it. This process can be daunting and add extra stress to an already difficult application, but with the right guidance and accurate disclosure information you can use it as an opportunity to take responsibility and demonstrate your value. You can also view these conversations as positive; a curious employer looking for more information is more likely to assess your conviction fairly and to be interested in giving you an opportunity.

**If you or someone you know
needs our help, contact
us today, we have services
throughout Scotland.**

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