



Apex Scotland

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Disclosure Helpline



Apex Scotland working in partnership with Disclosure Scotland

The information contained within this document is provided by Apex Scotland with the aim of offering guidance to individuals and organisations who may require, for example, information on rehabilitation of offenders legislation and information contained on Disclosure certificates issued by Disclosure Scotland.

Apex Scotland is the leading employment and training organisation in Scotland specialising in work with offenders, ex-offenders and young people at risk.

Apex also offers training to employers and other agencies (e.g. Careers Scotland) to make them aware of current and future legislation that determines the recruitment of individuals with a criminal record. This training also includes good practice in dealing with disclosure of criminal convictions from applicants. If you are interested in finding out more about this training, please [click here](#)

Apex Scotland now operates a Disclosure Helpline for individuals and organisations that may require help with the following:-

- What is a conviction?
- Do I have a conviction?
- What are spent convictions?
- Are convictions spent/unspent?
- What questions can employers ask potential employees regarding their criminal convictions?
- What are employees' rights?
- How do I interpret the information on a Disclosure certificate?
- How do employers assess the relevance of convictions?
- Can an employee be dismissed due to their convictions?
- How do employers decide what level of check to access for applicants?
- What policies do employers need to have in place?
- Can convictions be removed from a record?
- How long do convictions stay on record?
- Will my convictions stop me from getting an airside pass or personal licence?
- How do I find out what previous convictions I may have as they are so long ago I can't remember?

- What information is required to holiday or emigrate to various countries?
- How will the new Protection of Vulnerable Groups (Scotland) Act 2007 affect me/my employees?
- What is the "Vetting and Barring Scheme"?

And many other questions regarding criminal convictions.

Apex Scotland does not have access to any databases holding an individual's personal conviction information so can only give general advice.

Telephone 01382 525031

The telephone Helpline is open between 8:30am to 5:00pm, Monday to Friday (excluding public and local holidays). An answer machine is available at all other times.

Email karenr@apexscotland.org.uk

Web www.apexscotland.co.uk

Please contact Disclosure Scotland for any other information relating to your Disclosure application or the Disclosure service in general.

Tel 0870 609 6006

Email info@disclosurescotland.co.uk

Web www.disclosurescotland.co.uk

