



Criminal Convictions Self-Disclosure Form

This form contains important information which will be used to assess your application for the role and also to then confirm your employment and so you should ensure it is accurately completed.

Personal Details

Surname(s)

Forename(s)

Do you have a conviction which is not spent under the Rehabilitation of Offenders Act 1974? If you are applying for a post which requires an Enhanced Disclosure & Barring Service (DBS) Check most convictions remain unspent and you must declare them. However the amendments to the Exceptions Order 1975 (2013) provide that certain spent convictions and cautions are 'protected' and are not subject to disclosure to employers, and cannot be taken into account. Guidance and criteria on the filtering of these cautions and convictions can be found on the Disclosure and Barring Service website.

Yes

No

If YES, please provide details.

Title

Position applied for

All posts involving direct contact with children are exempt from the Rehabilitation of Offenders Act 1974. However, amendments to the Exceptions Order 1975 (2013) provide that certain spent convictions and cautions are 'protected'. These are not subject to disclosure to employers and cannot be taken into account. Guidance and criteria on the filtering of these cautions and convictions can be found on the Disclosure and Barring Service website. Please submit this form alongside your application form, this will be removed for shortlisting purposes and will be accessed by the Interview Panel if you are to be invited for interview. Shortlisted candidates will be asked to provide details of all unspent convictions and those that would not be filtered, prior to the date of the interview. You may be asked for further information about your criminal history during the recruitment process.

Declaration

With this application, I hereby consent to the information in this form being retained for recruitment, selection and employment related purposes. I declare that all statements I make in this application are true and, to the best of my knowledge and belief, that I have not withheld any relevant information. I understand that if I have made any false statements or omitted any information, I am liable to have my application rejected, or if appointed, liable to be dismissed.

Signature

*

Date

*a signature is not required if this form is emailed from your given email address.