



Disclosure of Criminal Conviction

The job/placement for which you are applying involves substantial opportunity for access to children or vulnerable adults. It is therefore exempt from the Rehabilitation of Offenders Act, 1974 and subject to a Criminal Records Disclosure at enhanced level in accordance with the requirements of the Criminal Records Bureau and the Police Act 1997. You are required to declare all convictions, cautions or bind-overs you may have, or have had in the past, even if they would otherwise be regarded as “spent” under this Act. The information you give will be treated in confidence and will only be taken into account in relation to an application where the exemption applies.

The disclosure of a criminal record, or other information will not debar you from appointment/placement unless the School considers that the conviction renders you unsuitable for appointment. In making this decision the School will consider the nature of the offence, how long ago and what age you were when it was committed as well as any other factors which may be relevant, including appropriate consideration in relation to the School’s published Equal Opportunities Policy.

Failure to declare a conviction, caution or bind-over may, however, disqualify you from appointment, or result in summary dismissal if the discrepancy comes to light. If you would like to discuss whether a conviction you have would be likely to prevent you from working with children or vulnerable adults you may telephone the Business Support Service Desk on 01604 237666, select the Human Resources option and ask for a confidential call to be logged with Human Resources.

Date	Offence	Details (please tick)	Court / Police force that dealt with the offence(s)
		Pending prosecution <input type="checkbox"/> Conviction <input type="checkbox"/> Caution <input type="checkbox"/> Bind-Over <input type="checkbox"/>	
		Pending prosecution <input type="checkbox"/> Conviction <input type="checkbox"/> Caution <input type="checkbox"/> Bind-Over <input type="checkbox"/>	
		Pending prosecution <input type="checkbox"/> Conviction <input type="checkbox"/> Caution <input type="checkbox"/> Bind-Over <input type="checkbox"/>	
		Pending prosecution <input type="checkbox"/> Conviction <input type="checkbox"/> Caution <input type="checkbox"/> Bind-Over <input type="checkbox"/>	
Please give any further details that are relevant			

(Continue on a separate sheet if necessary)

Signed as a correct statement:

Please PRINT full name:

Date of signature:

Once completed and signed this form should be brought to interview

