

PRIVATE AND CONFIDENTIAL DISCLOSURE OF CRIMINAL RECORD

Please read the information below before completing the form. The completed form must be brought to your interview for the post of (job) _____ on (date) _____ and given to (name) _____ in a sealed envelope.

It is the school's policy to require all applicants for employment to disclose any previous 'unspent' criminal convictions and any cautions which have not expired, or any pending prosecutions. In addition, the job you are applying for is exempt from the provisions of the Rehabilitation of Offenders Act 1974 (exceptions order 1975) which requires you to disclose all spent convictions and cautions **except** those which are 'protected' under Police Act 1997 – Part V and the amendments to the Exceptions Order 1975 (2013) and are not subject to disclosure to employers on DBS certificates and cannot be taken into account. Guidance on the filtering of "protected" cautions and convictions which do not need to be disclosed by a job applicant can be found on the [Disclosure and Barring Service website](#).

The information you give will be treated as strictly confidential. Disclosure of a conviction, caution, warning or reprimand will not automatically disqualify you from consideration. Any offence will only be taken into consideration if it is one which would make you unsuitable for the type of work you are applying for. However, offences relating to children are likely to make you unsuitable since this is a "regulated position" under the Criminal Justice & Courts Services Act 2000. The school's policy on the recruitment of ex-offenders is available [on request] [on the school website].

If you fail to disclose any relevant offences or give false information then it will disqualify any offer of employment, or result in summary dismissal if you are in post, with possible referral to the police. Confirmation of appointment is subject to a satisfactory Enhanced DBS Certificate. If you are appointed this form will be retained on your personal file for the duration of employment. If you are not appointed it will be securely destroyed.

Spent and Unspent Convictions Cautions Warnings and Reprimands except those "protected"

Please complete this table entering "none" if applicable

Offence	Date	Court	Sentence/Penalty

Please continue overleaf if necessary

Pending Prosecutions

Please complete this table entering "none" if applicable

Alleged Offence	Appearance Date	Court

Please continue overleaf if necessary

I certify that I have read and understood this form and to the best of my belief the information I have entered is true and complete. I understand that if I have failed to disclose or given false information then it will disqualify any offer of employment, or result in summary dismissal if I am in post, with possible referral to the police.

Full Name (please use capitals): _____

Signature: _____ Date: _____