**Criminal Record Declaration**

Version: October 2021

Completed by: Pam Shaw

Print date: 08/10/2021 16:08:00

**For jobs exempt from the Rehabilitation of Offenders Act 1974**

You have been asked to complete this form because the role you have applied for is exempt from the Rehabilitation of Offenders Act 1974. The information disclosed on this form will not be kept with your application form during the application process.

**Policy statement on recruiting applicants with criminal records**

This post is exempt from the Rehabilitation of Offenders Act 1974 and therefore applicants are required to declare:

* All unspent convictions and conditional cautions.
* All spent convictions and adult cautions that are not protected (i.e. that are not filtered out) as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2020).

For further information on filtering please refer to the [guidance](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/935747/draft-rehabilitation-offenders-act-1974-exceptions-order-1975.pdf) published by the Ministry of Justice (see, in particular, the section titled ‘Exceptions Order’).

We recognise the contribution that people with criminal records can make as employees and volunteers and welcome applications from them. A person’s criminal record will not, in itself, debar that person from being appointed to this post. Any information given will be treated in the strictest confidence. Suitable applicants will not be refused posts because of offences which are not relevant to, and do not place them at or make them a risk in, the role for which they are applying.

All cases will be examined on an individual basis and will take the following into consideration:

* Whether the conviction is relevant to the position applied for.
* The seriousness of any offence revealed.
* Your age at the time of the offence(s).
* The length of time since the offence(s) occurred.
* Whether the applicant has a pattern of offending behaviour.
* The circumstances surrounding the offence(s), and the explanation(s) provided.
* Whether your circumstances have changed since the offending behaviour.

It is important that applicants understand that deliberate attempts to conceal the information requested in this form could result being disqualified from the recruitment process or if in post, in disciplinary proceedings or dismissal. Further advice and guidance on disclosing criminal records can be found in the DBS Policy (Schools).

If you are unsure about how to answer the questions on the next page, please contact the school. All enquiries are confidential and you will not be asked for any personal details, unless you want information or advice sent to you.

**Criminal Record Declaration**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Your details** | | | | | |
| Surname: |  | | Forename: |  |
| Position to which you are applying | |  | | |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Declaration** | | | | | | |
| Do you have any unspent convictions or conditional cautions?  Yes  No | | | | | |
| Do you have any spent adult cautions (simple or conditional) or convictions that are not ‘protected’ as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended)?  Yes (please choose an option, below)  No | | | | | |
| **Option 1:** Provide details on a separate sheet  You can disclose your criminal record on a separate sheet provided that you mark a cross on the line below and attach the details in an envelope stapled to this form. The envelope should be marked **CONFIDENTIAL** and state your name and details of the post.  I have attached details of my conviction separately: | | **OR** | **Option 2:** Provide details on this form  Please provide details in the space below: | | |
|  | | |
|  | | |
| I declare that the information provided on this form is correct. I understand that the declaration of a criminal record will not necessarily prevent me from being offered this role at the school: | | | | | | |
| Signature | |  | | | Date: |  |