



DECLARATION OF UNSPENT AND SPENT CRIMINAL OFFENCES

BEFORE COMPLETING THIS FORM, PLEASE READ THE FOLLOWING NOTES CAREFULLY:

It is the policy of this school to require successful applicants for certain posts to disclose certain information on any previous criminal record that they may hold. This does not mean that possession of a criminal record will automatically prevent you from working for the School, rather, as part of the recruitment process such information will only be considered in the light of its relevance to the post for which you are applying. In many cases, particular conviction will be of no relevance and so can be discounted for the purposes of your application. In assessing your suitability for the post the School complies with the Code of Practice recommended by the Criminal Record Bureau.

You must give details on this form of any convictions or cautions you have or any court cases that you have pending. Under the provision of The Rehabilitation of Offenders Act 1974, job applicants do not have to disclose information on certain convictions after a set period of time, i.e. when they become 'spent'. However, staff employed to work with certain categories of person are required to disclose all spent and unspent convictions. These work categories have been identified after a risk assessment has indicated that disclosure is both proportionate and relevant. The work categories where this is required specifically relates to:

- Any employment concerned with the provision to persons aged under 18 of accommodation, care leisure and recreational facilities, schooling, Social Services

Because of the nature of the work for which you are applying, this post is exempt from the provisions of Section 4(2) of the Rehabilitation of Offenders Act 1974 by virtue of the Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975. Applicants are therefore not entitled to withhold any information about convictions which for other purposes are 'spent' under the provisions of the Act. The Governing Body will use information provided by the Criminal Records Bureau Disclosure Service when assessing your suitability for such jobs. In the event of employment, any failure to disclose such convictions could result in dismissal or disciplinary action by the Governing Body. Any information you give us about convictions will be kept confidential and will only be considered in relation to the job for which you are applying.

Therefore, if you have been convicted of a criminal offence in the past (including any convictions in a Court of Law outside Great Britain) you must give details (convictions, date and sentence) below.

DECLARATION OF CRIMINAL OFFENCES

Using the above guidelines, please list all your unspent and spent cautions and criminal offences. Do not forget to include any pending convictions and indicate that they are pending.

If you have no convictions please write “none” and sign the form. If you have any queries about the completion of the form, please contact us on the email provided.

Nature of Offence(s)	Name of Court and Date of Conviction	Sentence(s)

All information given will be treated in the strictest confidence. Following receipt of this form you may be contacted to discuss the information you have given.

I certify to the best of my knowledge, the information on this form is true and accurate. I understand that if the information I have supplied is false, misleading or incomplete in any way, it may automatically disqualify me from appointment or may render me liable to instant dismissal without notice.

Please complete this form and return it with your Disclosure Application Form with your Application.

Signed:

Name (please print in CAPS)

Job applied for: