**DISCLOSURE OF CRIMINAL CONVICTIONS**

**THIS SECTION OF THE FORM MUST BE COMPLETED AND RETURNED BY ALL APPLICANTS OR WE CANNOT CONSIDER YOUR APPLICATION**

To be considered for a job you must tell us about any unspent criminal convictions you have - in line with the Rehabilitation of Offenders Act 1974. When applying for certain jobs, you will also need to declare spent convictions, pending charges/current police investigations, bind overs, warnings/cautions or reprimands. (See item 2 below.) Enhanced DBS checks are undertaken in compliance with the code of practice.

The information you provide will be treated as strictly confidential and will be considered only in relation to the job for which you are applying.

If you disclose a conviction, it does not necessarily mean that we will not consider and appoint you. Our main consideration will be whether the offence would make you unsuitable for the type of work that you are applying for.

* Please read carefully the notes below and then enter any unspent convictions below.
* You must also state spent convictions, pending charges/current police investigations, bind overs, warnings/cautions or reprimands if you are applying for a job in a school

|  |  |
| --- | --- |
| Name | Address |
|  |  |

Position applied for

**If you have no convictions, please enter ‘none’ in the space below**

|  |  |  |
| --- | --- | --- |
| Offence/none | Date of conviction/none | Sentence/none |
|  |  |  |
|  |  |  |

**Further information in relation to any conviction may be required prior to confirming your position.**

I declare that I have provided all the information required and that the information I have given is correct. I understand that, should I be appointed, failing to declare or falsification of information will result in my dismissal without notice. Furthermore, I confirm that I am not barred from working with children or subject to sanctions imposed by any regulatory body.

|  |  |  |  |
| --- | --- | --- | --- |
| Signature |  | Date |  |
|  |  |  |  |

**You must disclose all ‘unspent’ convictions and ‘spent’ convictions in certain jobs (item 2, previous page)**

If you have ever been convicted of an offence for which a **sentence of more than 2 and a half** **tears was imposed** (regardless of the amount of time you actually spent in prison) this convictioncan bever become ‘spent’. It’s an ‘unspent’ conviction which you must disclose when asked about your criminal convictions (such as when applying for a job).The table below shows details when convictions become ‘spent’ under the Rehabilitation of Offenders Act 1974

|  |  |  |
| --- | --- | --- |
| **Type of sentence imposed on adults aged 18 years** | **Number of years from date of** |  |
| **conviction before conviction** |  |
| **and over** |  |
| **becomes ‘spent’** |  |
|  |  |
|  |  |  |
| Imprisonment or detention in a young offender | 10 years |  |
| institution (previously known as youth custody) |  |  |
| between 6 months and 2 and a half years |  |  |
|  |  |  |
| Imprisonment or detention in a young offender | 7 years |  |
| institution (previously known as youth custody) of 6 |  |  |
| months or less |  |  |
|  |  |  |
| A fine or any other sentence for which a different | 5 years |  |
| rehabilitation period is not provided (e.g. compensation |  |  |
| or community service order, or a probation order |  |  |
| received on or after February 1995. |  |  |
|  |  |  |
| An absolute discharge | 6 months |  |
|  |  |  |
| A probation order, conditional discharge, bind over, fit | 1 year or until the order expires |  |
| person order, supervision order or care orders under | (whichever is the longer), or 5 years if a |  |
| the Children and Young Persons Acts (and equivalent | probation order was made on or after 3 |  |
| in Scotland) | February 1995 |  |
|  |  |  |

Except an absolute discharge, all of the periods above are **halved** if the person convicted was **under 18** at the time. If the offender was under 18 and received a probation order on or after 3February 1995, the rehabilitation period is 2 and a half years or until the order expires - whichever is the longer. Rehabilitation periods for imprisonment in the Services are the same as in civilian life. For specific Service offences, the periods are as follows:

|  |  |  |
| --- | --- | --- |
| **Type of sentence imposed on adults aged 18 years** | **Number of years from date of** |  |
| **conviction before conviction** |  |
| **and over** |  |
| **becomes ‘spent’** |  |
|  |  |
|  |  |  |
| A sentence of cashiering, discharge with ignominy or | 10 years |  |
| dismissal with disgrace from Her Majesty’s Service |  |  |
|  |  |  |
| A sentence of dismissal from Her Majesty’s Service | 7 years |  |
|  |  |  |
| A custodial order under the relevant schedules and | 7 years |  |
| sections of the Army, Air Force and Naval Discipline |  |  |
| Acts - where the maximum period of detention |  |  |
| specified in the order is more than 6 months |  |  |
|  |  |  |
| A sentence of detention in respect of conviction in | 5 years |  |
| Service disciplinary proceedings |  |  |
|  |  |  |
| A custodial order under the relvant Schedults and | 3 years |  |
| sections of the Army, Air Force and Naval Discipline |  |  |
| Acts - where the maximum period of detention |  |  |
| specified in order is **6 months or less** |  |  |
|  |  |  |

The periods above are **halved** if the offender was under 18 at the time.