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**CRIMINAL DECLARATION FORM**

*This form must be completed by all applicants. The information disclosed on this form will be separated from your application form during the shortlisting process.*

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

The post you are applying for is covered by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975. You are therefore required to declare whether you have any criminal convictions (or cautions, reprimands or warnings) including those which are ‘spent’.

The amendments to the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013 and 2020) provides that when applying for certain jobs and activities, certain convictions and cautions are considered ‘protected’. This means that they do not need to be disclosed to employers, and if they are disclosed, employers cannot take them into account.

Guidance about whether a conviction or caution should be disclosed can be found on the Ministry of Justice website.

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| --- | --- | --- | --- |
| **Surname:** |  | **Forename:** |  |
| **Criminal record declaration**  Do you have any convictions or cautions (excluding youth cautions, reprimands or warnings) that are not ‘protected’ as defined by the Ministry of Justice?  YES / NO  If YES, please provide details below: | | | |
| Do you have any charges pending or are you under investigation by the Police?  YES/NO  If yes, please provide details below: | | | |
| Have you ever been barred or restricted from working with children and/or vulnerable adults?  YES/NO  If yes, please provide details below: | | | |
| Any subsequent offer of employment will be subject to a criminal record check (disclosure request) from the Disclosure and Barring Service (DBS). This check will include details of cautions, reprimands or final warnings as well as convictions. Appointments will be subject to the information received from the DBS.  I accept that if any of the information is found to be false or misleading I will be disqualified from appointment. I understand that any subsequent offer of employment will be subject to the outcome of a criminal record check from the DBS and that Bodmin College will request my authorisation for such a check to be made. | | | |
| Signature: Date: | | | |

**Please return this form to: Sarah Ford, PA to the Principal as part of your application.**

**This form will be removed from your application during the shortlisting process.**

December 2020