

Appendix A: Schools Criminal Records Declaration Form

Jobs exempt from the Rehabilitation of Offenders Act

This form must be completed by all applicants. The information disclosed on this form will not be kept with your application form during the application process. The recruiting manager will only have access to this information after shortlisting is completed and will ask questions in relation to criminal records at the interview.

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 any cautions, convictions, reprimands, final warnings, binding over or other orders, pending prosecutions or criminal investigations 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 2013).

For further information on filtering please refer to [Nacro guidance](#) and the [DBS website](#).

We recognise the contribution that ex-offenders 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.
- The age of the applicant 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) offered by the person concerned.
- Whether the applicant's circumstances have changed since the offending behaviour.

It is important that applicants understand that failure to disclose all cautions, convictions, reprimands or final warnings that are not protected could result in disciplinary proceedings or dismissal. Further advice and guidance on disclosing a criminal record can be obtained from [Nacro](#).

Criminal record declaration form (exempt positions)

Surname:		Forename:	
Job Vacancy Title		Job Application Reference	

1. Are you barred from working with children?
Yes **No**

If you have answered yes to the above, you are not eligible to work with children.

2. Do you have any cautions, convictions, reprimands, final warnings, binding over or other orders, pending prosecutions or criminal investigations which are not protected as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013)?
Yes **No**

If you have answered no to the above, please sign and return your form.

If you have answered yes to question two above, you now have **two** options on how to disclose your criminal record.

Option 1: please provide details of your criminal record in the space below and email with your application form. This form will be securely saved and will only be made available to the recruiting manager, if you have been shortlisted for the job.

Option 2: You can disclose your record under a separate cover provided that you mark a cross on the line below and attach the details in an envelope stapled to a copy of this form. The envelope should be marked **CONFIDENTIAL** and state your name and the details of the post.

I have attached details of my conviction separately _____

DECLARATION

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 Sheffield City Council

Signed: _____ **Date:** _____