**Overseas Criminal Record Checks for Staff Members and Volunteers**

This is a statutory requirement for employers to carry out such checks in the health and education sectors, in order to meet the requirements of the United Kingdom Immigration Rules.

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| --- | --- | --- | --- |
| **Name:** |  | **Role:** |  |

Please tick the correct statement:

Either: Since the age of 18, I have only lived/worked in the UK

Or: Since the age of 18, I have spent time living or working abroad

If you have spent time living or working abroad, please give dates, countries and job titles:

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| --- | --- | --- |
| **Dates (start and end)** | **Country** | **Job Title/Not working** |
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If you have indicated that you have spent time working/living abroad since the age of 18, you must obtain a Police check from that country (also known as a Certificate of Good Conduct).

You can use the link <https://www.gov.uk/government/publications/criminal-records-checks-for-overseas-applicants> to find out how to do this.  If the country concerned is not listed, please contact the relevant embassy or consulate for further details.  
  
Once you have obtained your Police check document (Certificate of Good Conduct), please provide a copy to Mandy in the office.

|  |  |  |  |
| --- | --- | --- | --- |
| **Signed:** |  | **Date:** |  |

**Additionally:**

**1.  If you cannot obtain a police check / criminal record certificate from the relevant country**

It is not always possible to obtain a certificate from countries that do not have functioning criminal record regimes or refuse to provide these to anyone other than their own citizens.  If you are unable to obtain a certificate you must provide an explanation which details your attempts to obtain a certificate and confirms why this has not been possible (copies of attempts to obtain this should be provided).

**2.  If you are required to teach** and have worked outside of the UK you can obtain a letter from the professional regulating authority in the country (or countries) in which you have worked confirming that they have not imposed any sanctions or restrictions, and or that they are aware of any reason why you may be unsuitable to teach. Applicants can find contact details of regulatory bodies in the EU/EEA and Switzerland on the Regulated Professions database . You can also contact the UK Centre for Professional Qualifications who will signpost you to the appropriate EEA regulatory body.