

CONFIDENTIAL | Criminal Record Self-Disclosure Form

In order to protect the public, the post you have applied for is exempt from certain provisions of the Rehabilitation of Offenders Act 1974. So that we can perform or exercise our obligations or rights under employment law, you are therefore required to disclose all and any convictions or cautions, whether spent or unspent, unless it is either a "protected conviction" or a "protected caution" under the terms of the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975.

Full Name:

Role Applied For:

Do you have any convictions or cautions that would not currently be filtered by the DBS? Please read the Additional Guidance below before ticking as appropriate here: - -

Yes

No

Additional Guidance:

- The term 'conviction' is used to refer to any sentence or disposal issued by a court
- The term 'cautions' include reprimands and final warnings.

Please note: You do not need to disclose anything that would be currently filtered from the Police National Computer by the Disclosure & Barring Service.

If you are unsure whether your convictions or cautions are filtered, you can find out more from hub.unlock.org.uk/filtering.

If you have answered 'Yes' to the above question you now have two ways of providing the required further details:

1. Provide the offence dates, dates of conviction/caution, offence types and sentences received below:

2. Provide further details - as specified above - on a separate document by ticking the box and attaching the details in an envelope attached to this completed form:

Declaration: By signing below, I confirm that the information I have provided on this form (and attached, if applicable) is accurate. I understand that this information will not necessarily prevent me from being employed in the role above, and that I will be given an opportunity to discuss any concerns you might have before you make a final decision on my suitability for the role.

Signed:

Dated:

Once completed, please return - marked **CONFIDENTIAL** - to:

Please also refer to our [Recruitment of Ex-Offenders Policy](#) that accompanies this form...