



SUPPLEMENT TO APPLICATION FOR EMPLOYMENT FORM

CRIMINAL SELF DISCLOSURE AND BARRED LISTS FORM

THIS FORM MUST BE COMPLETED FOR YOUR APPLICATION FOR EMPLOYMENT TO BE CONSIDERED

You are required to disclose any ‘unspent’ convictions in line with The Rehabilitation of Offenders Act 1974 as amended. This Act allows for a person who has been convicted of a criminal offence involving a sentence of not more than four years imprisonment and who has since lived trouble free for a specified period of time (related to the severity of the offence) to be treated as if the offence, conviction or sentence had never occurred. This is known as a spent conviction.

Under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (“the Exceptions Order 1975”) the job for which you are applying is one of those to which the provisions of the above Act in relation to spent convictions, **do not apply**. You must therefore, disclose whether you have **ANY previous** convictions, cautions, reprimands or final warnings, **whether or not they are spent** and **any** other information that has a bearing on your suitability for the position applied for.

However, the amendments to the Exceptions Order 1975 in 2013 provide that certain spent convictions and cautions are 'protected' and are not subject to disclosure to employers, and cannot be taken into account. Guidance and criteria on the filtering of these cautions and convictions can be found at the Disclosure and Barring Service website – www.gov.uk/disclosure-barring-service

Only relevant convictions and other information will be taken into account so disclosure need not necessarily be a bar to obtaining this position.

Should you identify that you have a criminal record, this will be discussed in confidence at interview.

An Enhanced Criminal Records Check, with or without a check against the barred lists, will be sought in the event of you being successful in your application for employment.

APPLICATION FOR THE POST OF:		
Have you ever been convicted by any court or tribunal or cautioned, reprimanded or given a final warning by the police or any enforcement authority (in any country)? YES / NO		
If YES, please give details of the offence(s), penalties and date(s).		
Offence	Date	Sentence
Are you aware of any police enquires undertaken following allegations made against you which may have a bearing on your suitability for this post? YES / NO		
If Yes, please give details.		

Please list any pending criminal actions or court hearings against you.

Are you disqualified from working with children, young people or vulnerable adults and/or included on any government lists barring you from working with children, young people or vulnerable adults or subject to sanctions imposed by a regulatory body such as the Health and Care Professions College, the Nursing and Midwifery Council, etc., or subject to conditions imposed on you in relation to working with children, young people or vulnerable adults? **YES / NO**

Name (Block Capitals)			
Signed		Dated	

NOTE TO APPLICANT:

1. Failure to disclose any conviction, cautions, reprimands, final warnings or impending criminal actions or court hearings, may result in your application for employment being rejected or, if appointed, your dismissal from the College or disciplinary action being taken against you.
2. If successful, in addition to this self-disclosure, you will be required to obtain a satisfactory Enhanced Disclosure and Barring Scheme (DBS) Check, with or without a check against the barred lists, the cost of which will be met by the College. A copy of the DBS Code of Practice is available at www.gov.uk/government/publications/dbs-code-of-practice. Further information about these checks can be found at www.gov.uk
3. If between completion of this application form and taking up employment with the College, you are convicted of a criminal offence, you must inform the College HR Manager immediately.
4. If you are shortlisted and have submitted your application electronically, you will be required to sign a Declaration at a later date that the information you have given on your application form, any supplementary sheets or forms is true and correct at the time of completion.
5. If you have lived overseas, you will be required to apply to the Embassy of the country you resided in for a certificate of good conduct/extract from criminal records, the cost of which you will be required to meet.