



## **Criminal Record Self Declaration form**

*For completion by the candidate*

Central Bedfordshire Council/Name of School is committed to safeguarding and promoting the welfare of children and adults at risk. The role you are applying for involves frequent or regular contact with or responsibility for children or adults at risk. This post is therefore exempt from the Rehabilitation of Offenders Act 1974.

We comply with the Disclosure and Barring Service (DBS) Code of Practice and have a written policy on the recruitment of ex-offenders which is available on request. As you have been shortlisted, you are required to declare any relevant convictions, adult cautions or other matters which may affect your suitability to work with children and/or adults at risk. As a result of amendments to the Rehabilitation of Offenders Act 1974 (Exceptions Order 1975) in 2013 and 2020, some minor offences are now protected (filtered) and should not be disclosed to potential employers, and employers are not able to take these into account.

Please ensure that you refer to the Ministry of Justice website which will give more details on what should/should not be disclosed.

<https://www.gov.uk/government/publications/dbs-filtering-guidance>

All information you provide will be treated as confidential and managed in accordance with relevant data protection legislation and guidance. You have a right of access to information held on you under the General Data Protection Act.

You will be required to have a valid DBS (Disclosure and Barring Service) certificate, which will provide details of criminal convictions.

This may also include a barred list check depending on the nature of the role. If you do not already have these as part of your existing employment, the respective HR provider for the School will undertake these checks for the successful candidate before a final confirmation of employment is offered.

For Question 3 and 4 below applicants should answer the relevant question(s) relating to the workforce they are applying for.

This form will only be looked at for those candidates who are shortlisted for a role in the Council/School.



Job Title:		Job Reference Number:	
First Name(s):			
Last Name:			
Previous Names (if any):			
Date of Birth:			
1. Do you have any adult cautions (simple or conditional), or spent convictions that are not protected as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (Amendment) (England and Wales) Order 2020?  If yes please give details below		Yes <input type="checkbox"/>	No <input type="checkbox"/>
2. Do you have any other cautions or convictions that would not be filtered?  If yes, please give details below		Yes <input type="checkbox"/>	No <input type="checkbox"/>
3. Are you currently subject to any sanction, or have you at any time been barred or suspended from working with children, by any regulatory, professional or government body.		Yes <input type="checkbox"/>	No <input type="checkbox"/>
4. Are you currently subject to any sanction, or have you at any time been barred or suspended from working with vulnerable adults, by any regulatory, professional or government body.		Yes <input type="checkbox"/>	No <input type="checkbox"/>
5. If you have lived or worked outside of the UK for 3 months or more in the last 5 years please give details here.		Yes <input type="checkbox"/>	No <input type="checkbox"/>
6. Are you subject to any sanction in relation to working with children and/or adults at risk in any country outside the UK? If yes please give details below.		Yes <input type="checkbox"/>	No <input type="checkbox"/>



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If you have answered 'yes' to any of the questions 1 to 6 above you are required to give details on this form and will be asked to discuss these at interview.

I declare that to the best of my knowledge and belief, the information I have provided on this declaration form is correct. I understand that any subsequent offer of employment will be based on this information and may be withdrawn, or I may be dismissed, if I have falsified or deliberately omitted any relevant information.

Print Name: ..... Date:.....

Signature: .....

To be returned by .....

Please email this form to ..... entitled '*Self Disclosure Form*' on the title heading.

***Schools please insert return address above and date to be returned by from job application form***