



Declaration of Criminal Record - DBS Posts
Please bring this completed form to your interview

As stated at application stage, the post you are applying for is exempt from the 'Rehabilitation of Offenders Act 1974" and therefore you are required to declare any unspent convictions, spent convictions, pending charges/current Police investigations, bind overs, warnings/cautions or reprimands. For more information about the 'Rehabilitation of Offenders Act 1974" please visit www.homeoffice.gov.uk

Name:	
Post title:	
Reference number:	-
Please declare and provide details including approximate dates of any unspent convictions, spent convictions, pending charges/current Police investigations, bind overs, warnings/cautions or reprimands. (Please continue on a separate sheet if necessary)	
Details	Date

If you have declared any information that we believe to have a bearing on the requirements of the post, we may discuss the matter with you at the interview. If we do not raise this record with you it is because we have taken the view that it should not be taken into account in deciding your suitability for the post at this stage.

At recommendation stage we will process a DBS Disclosure prior to formal offer. If the DBS is returned with a trace disclosure the following will occur:

- A check to see if the information received from the DBS has been declared.
- A risk assessment will be undertaken to assess your suitability for the position.
Please note you may be contacted to discuss your convictions at this stage.

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

Failure to declare a conviction that is later confirmed through the DBS procedure may result in your application not being pursued.

Signature:	
Date:	

Assurance is given that this information will be treated confidentially and that personal information is obtained and processed fairly and lawfully; is only disclosed in appropriate circumstances; is accurate, relevant and not held longer than necessary and is kept securely.