**Criminal Convictions/Cautions Declaration Form**

**Must be completed by all applicants and returned with a completed separate application form. This document must be marked as confidential and with applicant’s name. Any applications returned without a completed declaration form will be considered incomplete.**

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| **CRIMINAL CONVICTIONS OR CAUTIONS** |
| Do you have any criminal convictions, cautions or warnings Yes  No  Please see information below and attached further guidance before answering this question. |
| A check as to the existence and content of any relevant criminal record will be requested from the Disclosure and Barring Service after a person has been selected for appointment. Refusal to agree to a check being made could disqualify you from being considered for the appointment.  Under the Rehabilitation of Offenders Act 1974, you have the right not to disclose details of ‘spent’ convictions. However, for certain jobs, employers are allowed to ask about these offences. The Rehabilitation of Offenders Act 1974 (Exception Amendment) Order 1986 sets out details of all jobs to which this applies and the job you have applied for is included in the list. The amendments to the Exceptions Order 1975 (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 [www.gov.uk](http://www.gov.uk)  **Please give details of any relevant criminal convictions that you may have. The disclosure of a criminal record may not necessarily prevent you from being appointed. The nature of the offence, how long ago it took place, your age at the time and any other relevant factors may be considered when a decision is made. Please note that some convictions are never considered ‘spent’ under the terms of the Act**. |
| Please give details of **all relevant** convictions, cautions, reprimands or warning. |

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| **DECLARATION** |
| I confirm that the information provided here is accurate.  Name:  Signed:  Date: |