



**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**

The Rehabilitation of Offenders Act allows for a person who has been convicted of a criminal offence involving a sentence of not more than two and a half 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.

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.

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.

<b>APPLICATION FOR THE POST OF:</b>		
<b>JOB REFERENCE NUMBER:</b>		
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)? <b>YES / NO</b>		
If YES, please give details of the offence(s), penalties and date(s).		
<b>Offence</b>	<b>Date</b>	<b>Sentence</b>

The Council and its schools are committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expect all staff, workers and volunteers to share this commitment

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 Council, 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 Council 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 Council. A copy of the DBS Code of Practice is available on request. Further information about these checks can be found at [www.gov.uk](http://www.gov.uk)
3. If between completion of this application form and taking up employment with the Council, you are convicted of a criminal offence, you must inform the Council 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.

**INSTRUCTIONS TO INTERVIEWING OFFICER:**

1. If the Application for Employment Form was received electronically, please ensure that, if called for interview, the applicant makes the declaration as stated above in "Note to Applicant". Also ensure that the applicant signs the Application for Employment Form.
2. This supplement to the Application for Employment Form **MUST** be issued to applicants for any post that is subject to checks by the DBS.