



Disclosure of Criminal Conviction Form

The job for which you are applying involves substantial opportunity for access to children or vulnerable adults. It is therefore exempt from the Rehabilitation of Offenders Act, 1974 (Exceptions) Order 1975 (Amendment) (England & Wales) Order 2013 and subject to a Criminal Records Disclosure at enhanced level in accordance with the requirements of the Disclosure & Barring Service and the Police Act 1997. You are required to declare all convictions, cautions or bind-overs you may have, or have had in the past, even if they would otherwise be regarded as “spent” under this Act. The information you give will be treated in confidence and will only be taken into account in relation to an application where the exemption applies.

The disclosure of a criminal record, or other information will not debar you from appointment/placement unless the School considers that the conviction renders you unsuitable for appointment. In making this decision the School will consider the nature of the offence, how long ago and what age you were when it was committed as well as any other factors which may be relevant.

If you have a record to declare please complete the details below and return it under separate, confidential cover to The Headteacher. Alternatively, if you have nothing to declare, please tick the relevant box below and return the form with your application form. **Failure to declare a conviction, caution, reprimand, warning or bind-over may, however, disqualify you from appointment, or result in summary dismissal if the discrepancy comes to light.** If you would like to discuss whether a conviction you have would be likely to prevent you from working with children or vulnerable adults you should telephone the school on 01327 350284 and ask to speak to the Headteacher or School Business Manager.

I have nothing to declare in terms of convictions, cautions, reprimands, warnings or bind-over’s including those that may have been regarded as ‘spent’.	<input type="checkbox"/>
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Date	Offence	Details (please tick)		Court / Police force that dealt with the offence(s)
		Pending prosecution <input type="checkbox"/> Conviction <input type="checkbox"/> Caution <input type="checkbox"/> Bind-Over <input type="checkbox"/>		
		Pending prosecution <input type="checkbox"/> Conviction <input type="checkbox"/> Caution <input type="checkbox"/> Bind-Over <input type="checkbox"/>		
		Pending prosecution <input type="checkbox"/> Conviction <input type="checkbox"/> Caution <input type="checkbox"/> Bind-Over <input type="checkbox"/>		
Please give any further details that are relevant				

Signed by Date.....