



### Criminal Records Declaration Form

<b>Full Name (Block Capitals):</b>	
<b>Post applied for:</b>	
<b>School:</b>	

**All applicants must answer the following question:**

**Do you have any unspent convictions** \* Please tick "Yes" if you have any convictions that are not yet spent under the Rehabilitation of Offenders Act 1974. The term 'convictions' is used to refer to any sentence or disposal issued by a court. If all your convictions are spent, you can tick "No". If you're not sure if your convictions are unspent or spent, you should read the [Guidance from the Ministry of Justice](#).

Please tick as appropriate: Yes  (Please provide details) No

Date	Details

\*If any circumstances change which would affect your response to this question, you must inform the Head Teacher of the details without unnecessary delay

**If you are applying for a post that requires a Disclosure and Barring Service (DBS) check, please answer the following questions:**

(Note that as you have been shortlisted for a post involving contact with children or vulnerable adults, you are exempt from the Rehabilitation of Offenders Act 1974. Therefore you are required to declare any relevant convictions, adult cautions or other matters which may affect your suitability to work with children or vulnerable adults. As a result of amendments to the Exceptions Order 1975 (2013 and 2020), some minor offences are now 'protected' (filtered) and should not be disclosed to potential employers.

If you are unsure whether you need to disclose criminal information, you should seek legal advice or you may wish to contact an independent charity for people with criminal records, such as Nacro or Unlock.

Nacro - <https://www.nacro.org.uk/criminal-record-support-service/> or email [helpline@nacro.org.uk](mailto:helpline@nacro.org.uk) or phone 0300 123 1999

Unlock – <http://hub.unlock.org.uk/contact/> phone 01634 247350 text 07824 113848

**1. Declaration (for posts that may have substantial opportunity for access to children or vulnerable adults)**

In your current, or any previous employment, have you ever been subject to any investigations or disciplinary procedures involving issues related to the safety and welfare of children, young people or vulnerable adults or your behaviour towards children, young people, or vulnerable adults?

Yes  No

If "YES", please provide details below, for example the outcome of the investigations or procedures and whether any penalties that were applied have now expired: -

Details and Date/s

**2. Do you have any convictions, adult cautions, reprimands or final warnings which are not 'protected' as defined by the by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended 2013 and 2020)? Please give details of offences, penalties and dates in the table below.\*.**

Please tick as appropriate: Yes  (Please provide details) No  (Proceed to Q2)

Date	Details

\*If any circumstances change which would affect your response to this question, you must inform the Head Teacher of the details without unnecessary delay

**3. Have you ever been disqualified from work with children or vulnerable adults or subject to any other sanctions imposed by a regulatory body?**  
 Please tick as appropriate: Yes  (Please provide details) No  (Proceed to Q3)

Date	Details

**1. Are you registered with the Disclosure and Barring Service (DBS) Update Service?**

Please tick as appropriate: Yes  No

**2. Please sign the following declaration and return this form to the Recruiting Officer at School prior to interview. Failure to complete this declaration will result in your application being withdrawn.**

I confirm that the information I have given on this form is correct and complete and I understand that any false information could result in my application being rejected or, if appointed, in my dismissal from employment. I understand that any offer of employment made to me will be subject to a further check with the Disclosure and Barring Service and I hereby give my consent for Knowsley Borough Council to carry out the relevant DBS status checks in line with the DBS Code of Practice.

I declare that I am not currently on the DBS Barred List and that I will notify my manager immediately if I do become barred in future.

**Signature:**

**Date:**