# Criminal Records Self Disclosure Form

**Model criminal records self-disclosure form for schools**

Criminal record self-declaration form for jobs exempt from the ROA

This form must be completed by all shortlisted applicants for jobs, activities or posts that are eligible for standard or enhanced DBS checks (with or without barred list check).

Policy statement on recruiting applicants with criminal records

This post is exempt from the Rehabilitation of Offenders Act 1974 and therefore applicants are required to declare all unspent conditional cautions and convictions; and also any adult cautions (simple or conditional) or spent convictions that are not protected as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (Amendment) (England and Wales) Order 2020.

For further information on criminal record self-declaration for roles that are eligible for standard or enhanced DBS checks please refer to [Nacro guidance](https://www.nacro.org.uk/criminal-record-support-service/), [MoJ guidance](https://www.gov.uk/government/publications/new-guidance-on-the-rehabilitation-of-offenders-act-1974) and [DBS guidance](https://www.gov.uk/government/publications/dbs-filtering-guidance/dbs-filtering-guide).

We recognise the contribution that ex-offenders can make as employees and volunteers and welcome applications from them. A person’s criminal record will not in itself, prevent a person from being appointed to this post. Any information given will be treated in the strictest confidence. Suitable applicants will not be refused posts because of offences which are not relevant to, and do not place them at or make them a risk in, the role for which they are applying.

All cases will be examined on an individual basis and will take the following into consideration:

* whether the caution or conviction is relevant to the position applied for
* the seriousness of any offence revealed
* the age of the applicant at the time of the offence(s)
* the length of time since the offence(s) occurred
* whether the applicant has a pattern of offending behaviour
* the circumstances surrounding the offence(s), and the explanation(s) offered by the person concerned
* whether the applicant’s circumstances have changed since the offending behaviour.

It is important that applicants understand that failure to disclose all unspent conditional cautions and convictions; and also any adult cautions and spent convictions that are not protected could result in disciplinary proceedings or dismissal. Further advice and guidance on disclosing a criminal record can be obtained from [Nacro](http://www.nacro.org.uk/data/files/practical-guidance-on-dbs-filtering-1032.pdf).

Criminal record self-declaration form ROA Exceptions Order (standard or enhanced DBS checks)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Full name** | |  | | |
| **Post applied for** | |  | | |
| Do you have unspent conditional cautions or convictions under the Rehabilitation of Offenders Act 1974?  Yes  No  Do you have any adult cautions (simple or conditional) or spent convictions that are not protected as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (Amendment) (England and Wales) Order 2020?  Yes  No  If you are not sure whether your caution(s) or conviction(s), should be disclosed please contact [Nacro](https://www.nacro.org.uk/criminal-record-support-service/) for further advice.  If you have answered yes please provide details of your criminal record in the space below. | | | | |
| **DECLARATION**  I declare that the information provided on/with this form is correct. I understand that the declaration of a criminal record will not necessarily prevent me from being offered this role at  [insert name of school] | | | | |
| **Signed:** |  | | **Date:** |  |

**Please return this form to:** [insert name and email address]