

STRICTLY CONFIDENTIAL

**DECLARATION OF CONVICTIONS (REHABILITATION OF OFFENDERS ACT 1974) - EXEMPTED POSTS**

**Please note carefully the following information:**

The position for which you are applying involves substantial access to children or vulnerable adults. It is therefore exempt from Section 4 (2) of the Rehabilitation of Offenders Act 1974 by virtue of the Exceptions Order, and you are required to declare any convictions, cautions or bindovers you may have 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 this application.

**In answering the following question you must disclose details of all convictions and cautions, including “spent” convictions, and bindovers.**

**Have you ever been convicted of a criminal offence? YES / NO**

**If YES, please give below details of all convictions and cautions, including “spent” convictions and cautions.**

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**Do you have any bindovers? YES/NO**

**If YES, please provide details**

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Under Government regulations the Council is able (with your consent) to access records of criminal convictions. In the event of an offer of employment your written permission will be sought for this check to be undertaken with the Criminal Records Bureau and you will be required to complete a Standard or Enhanced Disclosure Application Form. **If you do not give your permission for this check to be undertaken then it will not be possible to consider your application further.** As part of its checking procedure the Bureau will also check registers of persons found to be unsuitable to work with vulnerable people which are maintained by the Department of Health and Department for Children, Schools and Families.

**NAME.....SIGNATURE..... DATE.....**

**THIS DECLARATION MUST BE RETURNED WITH YOUR APPLICATION FORM**

For office use only.

Date of Disclosure	
Type of Disclosure	
Post for which Disclosure was requested	
Reference Number issued by CRB	
Recruitment decision taken	