**Self-Declaration and Disclosure Form**

Having disclosed you have you received a conviction, caution, reprimand or a warning which has been recorded on a police central record, (includes ‘spent’ and ‘unspent’ convictions) or have any information held locally by police forces, we require the below to be completed. This also includes any information that may be held on the DBS’s children and adults barred list.

Please complete all sections and then sign and date the declaration, before returning the form to Human Resources in a sealed envelope along with your application.

**Section 1**

**Name (*please print) ……………………………………………………………………………………..***

**Section 2**

|  |  |  |
| --- | --- | --- |
| **Date of offence/incident** | **Offence** | **Conviction/Pending** |
|  |  |  |
|  |  |  |

|  |  |
| --- | --- |
| **Date of caution** | **Reason for caution** |
|  |  |
|  |  |

**Section 3**

Do you wish to provide further information?

*Circle appropriate response*

**No** If ‘No’ go to Section 4 and complete the declaration

**Yes** If ‘Yes’ provide the relevant information in the following grid

|  |
| --- |
| **Additional information:***Proceed to Section 4 and complete the declaration* |

**Section 4**

**Declaration**

I declare that the information I have provided in relation to criminal convictions, prosecutions pending and cautions is accurate.

I agree that further enquiries that are considered necessary may be undertaken, including a full Disclosure Barring Service check (formerly CRB Criminal Record Bureau).

**NAME (please print)** …………………………………………..

**Signature** …………………………………………..

**Current address** …………………………………………..

 …………………………………………..

 …………………………………………..

**Date** …………………………………………..

**Please return by post.**

Human Resources

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