



**The information disclosed on this form will not be kept with your application form during the application process.**

### **Policy statement on recruiting applicants with criminal records**

If applicable you are required to give details of any criminal convictions which are not spent. In addition you are required to disclose any convictions, cautions, reprimands or final warnings that are not “protected” as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013) by SI 2013 1198. This will not necessarily bar you from applying, it will depend on the nature of the position and the circumstances and background of your offences.

For further information on filtering please refer to Disclosure and Barring Service Website.

**<https://www.gov.uk/government/publications/dbs-filtering-guidance/dbs-filtering-guide>**

We recognise the contribution that former or ex-offenders can make as employees and volunteers and welcome applications from them. A person’s criminal record will not, in itself, debar that 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 the role and which do not make them a risk in the role for which they are applying

All cases will be examined on an individual basis, taking the following into consideration:

- Whether the 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 convictions, cautions, reprimands or final warnings that are not “protected” could result in disciplinary proceedings or dismissal.

**Surname .....****Forename.....**

**Position applied for .....**

**Service Area/School.....**

**Criminal Record Declaration**

If you have any convictions, cautions, reprimands or final warnings which are not spent as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013); please provide details of your criminal record in the space below.

Provide this form in an envelope marked 'Private and Confidential – For the 'Chair of the recruitment panel'

**DECLARATION**

I declare that the information provided on this form is correct. I understand that the declaration of a criminal record will not necessarily prevent me from being offered this role at The Gorse Academies Trust.

**Signed..... Date.....**