## **Declaration of Criminal Records**



## **GUIDANCE NOTES**

As stated in your application pack, you are required to disclose information relating to any criminal record you may have. Please note that only relevant convictions and other information will be taken into account and Disclosure need not necessarily be a bar to employment with HCC. Any information that you give will be strictly confidential and will be considered in relation to this or similar jobs with the county council for which you may be considered. If you are not successful this information will be destroyed.

The letter that you received with this form will state whether or not the post is subject to a criminal record check.

- If the post is subject to a DBS check, please complete **SECTION 2 only.**
- If the role is subject to a Basic Check (via Disclosure Scotland) or does not require any criminal record check, please complete **SECTION 1 only.**

SECTION 1 (roles subject to a Basic Check OR no criminal record check)					
	You are only required to declare UNSPENT criminal court convictions in accordance with the Rehabilitation of Offenders Act 1974.  Have you ever been convicted by the courts of a criminal offence?				
	Yes No				
	If yes, please give details of offences, penalties and dates.				

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SECTI	ECTION 2 (Roles subject to a DBS check)					
	Are you barred by the DBS from working in Regulated Activity with Children or Adults?					
	Yes	No				
	If yes, please state whether this is with Children or Adults or Both.					
	Children	Adults	Both			
	Do you have 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? <a href="https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/203519/Filtering_guidance.pdf">https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/203519/Filtering_guidance.pdf</a>					
	Yes	No				
	If yes, please give of	details of offences, penalties a	nd dates.			
-	Are you aware of any police enquiries undertaken following allegations made against you?					
	Yes	ly police oriquinos undertakor	No			
	If yes, please give details and dates					

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DECL	DECLARATION				
	I declare that the information I have given above is correct. I understand that if I fail to disclose relevant information, or give false information, this may lead to my being prosecuted by the police. It may also result in my appointment being terminated if any discrepancies are found.				
I consent to Hertfordshire County Council carrying out an external ID validation che of my DBS, if this is required. I consent to Hertfordshire County Council retaining a certificate securely on my personal file.					
	https://secure.crbonline.gov.uk/crsc/subscriber https://www.gov.uk/government/publications/dbs-update-service-applicant-guide				
	Signature: Full name (printed): Date:				

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