

Criminal Background Check

The work for which you are applying/employed for involves substantial opportunity for access to children. It is therefore exempt from the Rehabilitation of Offenders Act, 1974. You are therefore required to declare any pending prosecutions or convictions you may have, even if they would otherwise be regarded as "spent" under this Act, and any cautions or bind-overs.

You are therefore required to declare below any convictions you may have even if they would otherwise be regarded as "spent" under the Rehabilitation of Offenders Act, including any bind-overs and cautions. You should also list any pending prosecutions.

Southwark Council and schools employing their own staff, are also entitled, under arrangements introduced for the protection of children, to require you to complete an application to the Criminal Records Bureau (CRB) for an Enhanced Disclosure Application. This application will be issued to you if you are offered an appointment.

Under the Southwark Safeguarding Board requirements, you will be asked to complete a new application every 3 years. If you have a caution, conviction or bound over in the interim period, you should declare this to your manager or the HR department as soon as possible.

This information and that subsequently received from the Criminal Records Bureau will be kept in strictest confidence and will be destroyed immediately after the Disclosure process is completed.

DECLARATION

Have you **EVER** been convicted or bound over at court cautioned or caution by the police for **ANY** offence or do you have a prosecution pending?

YES

☐

NO

☐

(please tick ✓ the appropriate box)

If **YES** please provide details overleaf of the pending prosecutions, convictions, cautions, warnings and bind-over orders, including the approximate date, the offence, and court or police force, which dealt with the offence.

Failure to declare a conviction, caution, warning, bind-over or pending prosecution, may disqualify you from appointment, or result in summary dismissal if the discrepancy comes to light.

I have read the above statement and clearly understand that failing to declare any of the above may result in summary dismissal from my position.

Please complete in **BLOCK CAPITALS**

DATE OF BIRTH: / /

SURNAME: _____

FORENAMES: _____

JOB TITLE: _____

SCHOOL: _____

SIGNED: _____

DATE: _____

This form is to be returned with your application form in a sealed envelope.

For school use only:

Original form to be sent to: Human Resources Manager, Education
Human Resources, John Smith House,
144-152 Walworth Road, London SE17 1JL

Type of offence (ie conviction, caution):	_____	Date: _____
Offence:	_____	
Court or police force:	_____	

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