Birmingham City Council

Criminal Records Bureau Process

Data Protection Act 1998 The information provided on this form is collected in compliance with the above named Act and will be used to check your eligibility to work with children and vulnerable adults. The resulting CRB check and form will be retained for six months**.**

DECLARATION OF CRIMINAL CONVICTIONS

All information provided on this form will be entirely confidential and will only be considered in relation to this application in compliance with the City's Recruitment and Selection Code of Practice

'This authority is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment'

The Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 does not allow individuals with access to children and young people under the age of 18 years, or vulnerable adults, the right to withhold information regarding their criminal record.

This means that any criminal convictions, including cautions and warnings, for any offence (not just those involving children) which for any other purposes are 'spent' under the provisions of the Act must be declared. **Failure to disclose any convictions, cautions or warnings, could result in dismissal should it subsequently be discovered.**

Applicant's Details:

Title:	**Mr:**	☐	**Mrs:**	☐	**Miss:**	☐	**Ms:**	☐	**Other:** ☐

Surname:		**Forename:**	
Address:			
Postcode:		**Date of Birth**	
Position Applied for:		**Location:**	

If you have worked with children in either a paid or voluntary capacity, please note that your current/most recent employer, where you were employed to work with children, will be asked about disciplinary offences relating to children, young people and vulnerable adults, any child protection concerns and the outcomes of any enquiries or disciplinary procedures. This will include any instances for which the penalty is time expired (where a warning could no longer be taken into account in any new disciplinary hearing). Any relevant issues arising from references will be raised at interview. We may also approach previous employers for information to verify relevant experience or qualifications prior to interview.

Please tick the boxes relevant to each statement and sign and return this form with your application form.

I declare that I am not on List 99, Protection of Children's Act List (PoCA), Protection of Vulnerable Adults List (PoVA) or disqualified from working with children, or subject to sanctions imposed by other regulatory body. ☐

I have no convictions, cautions or bind-overs. ☐

Declaration:

I understand that the Rehabilitation of Offenders Act 1974 does not apply by reason of the Exception Order 1975, and that any convictions including cautions and warnings must be disclosed, including those considered 'spent'.

Please detail all convictions, cautions and warnings you may have. If you do not have any convictions, cautions or warnings, please write 'NONE' in the box below.

Date	Type of Offence	Sentence

I have read and understand the need to disclose all convictions, cautions and warnings that I may have, including those that are deemed have been 'spent'.

Signature: ☐ **Date:** ☐

This form must be completed and returned together with your Application Form to the Recruiting Officer.

Advice can be sought from Nacro (an independent voluntary organisation working to prevent crime Tel: 020 7840 6464 or email: helpline@nacro.org.uk)