

Criminal Record Self-Disclosure

Part 1 : Applicant Details

Name: Post Title:

School Name:

The information you give is confidentially managed and is not seen by recruiting managers until you have successfully been shortlisted for a position. If you decide not to complete some or all the form, we will record that your choice is to 'not declare'. Thank you for your help.

Please submit your form to HR@swale.at or sent via post to the address at the bottom of this page, marked for the attention of the HR Manager.

Part 2 : Criminal Record

The term 'convictions' is used to refer to any sentence or disposal by a court. The term 'cautions' includes reprimands and final warnings. You do not need to disclose anything that would be currently filtered from the Police National Computer by the Disclosure & Barring Service. If you are not sure if your convictions or cautions are filtered and considered a 'protected offence', you can find more here: <https://www.gov.uk/government/publications/dbs-filtering-guidance/dbs-filtering-guide>

You are asked to provide details of all the unspent convictions and spent convictions and cautions that would not be filtered at the point of application by completing a self-disclosure declaration.

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 1977 (as amended in Yes No 2013) by SI 2013 1198?

If yes, please provide details of the Offence, Sentence and Date (if necessary):

Part 3 : Declaration

I confirm that the information I have provided on this form is accurate. I understand that this information will not necessarily prevent me from being employed in the role above, and that I will be given an opportunity to discuss any concerns you might have before you make a final decision on my suitability for the role.

Signature: Date: