

Criminal records declaration form (HR14)

Post:

Post No.:

Please answer the following questions:

1. Have you ever been convicted by the courts or cautioned, reprimanded or given a final warning by the police? Please give details of offences, penalties and dates below. (Note that the post you have applied for is covered by the Rehabilitation of Offenders (Exceptions) Order 1975, which means that all convictions, cautions, reprimands and final warnings on your criminal record need to be disclosed).

Arrangements were introduced on 29th May 2013 to filter out certain old and minor convictions and cautions for criminal records certificates and enhanced criminal record certificates issued by the Disclosure and Barring Service (DBS). These arrangements are set out in The Police Act 1997 (Criminal Record Certificates: Relevant Matters) (Amendment) (England and Wales) Order 2013 ("the Order"). Please refer to this document if you are in any doubt on what convictions to disclose.

Please ✓ as appropriate

Yes

No



Details of any cautions, reprimands, final warnings, offences, penalties and allegations with dates

Date	Details

2. Are you aware of any police enquiries undertaken following allegations made against you which may have a bearing on your suitability for this post?

Please ✓ as appropriate

Yes

No



Please give details:

3. Have you, to your knowledge, ever been the subject of a referral to the Disclosure and Barring Service for consideration of barring?

Please ✓ as appropriate

Yes

No

Name of the Organisation making the referral

4. Please sign the following declaration and bring with you to your interview.

I confirm that the information I have given on this form is correct and complete and that any offer of employment made to me will be subject to a criminal records check through the Disclosure and Barring Service.

Signed:

Date:

Name (Block capitals):

DORSET COUNCIL

Disclosure of Criminal Background of those with access to Children or Vulnerable Adults (The Rehabilitation of Offenders Act 1974) (Exception) (Amendment) Orders 1975 as amended.

1. This post is exempt from the provision of Section 4(2) of the Rehabilitation of Offenders Act 1974 by virtue of the Rehabilitation of Offenders Act 1974 (Exceptions) (Amendment) Orders 1975 as amended. Owing to the nature of the work, you are advised that if offered the post for which you are now making application, the offer will be subject to the Authority being satisfied as to your suitability following a check on any records of convictions, bindovers or cautions by the Disclosure and Barring Service (DBS). A criminal record will not necessarily be a bar to obtaining a position but will be considered by the council in accordance with council's policy on the Employment of Ex-offenders.

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2. You are asked to complete the attached form showing whether you have had any court convictions/bindovers/cautions (refer to 1 above). Your confirmation of attendance for interview will indicate acceptance that you will complete the form and, if necessary, would be willing to discuss any such offences at interview. **Applicants should, therefore, be prepared to disclose all convictions, bindovers or cautions, no matter how long ago they happened. Convictions otherwise considered to be spent under the terms of the Rehabilitation of Offenders Act must be declared.**
3. You should also be aware that the letter addressed to referees named in your application form (or others) will be asked to disclose any convictions/bindovers/cautions which they consider relevant to your suitability for employment.
4. Your application will not be further considered without completing the attached form. Attendance for interview will constitute your acceptance of these conditions and a willingness to comply. Failure to complete the form will constitute withdrawal prior to interview.
5. You will be asked for verification of your identity. Please note that it is your responsibility to provide this verification and no reimbursement of any expense will be made. Without verification the Disclosure and Barring Service Disclosure Form will not be processed (nor will you be cleared to work in the post for which you have applied). Please ensure that you complete the form in **Black Ink**, as instructed on the form.