

**Confidential Criminal Background Self-Disclosure Form**

* Please detail all convictions, cautions, reprimands or final warnings which are not ‘protected’ as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013).
* There are certain criminal convictions which will never be filtered from a criminal record check. A list of these can be found at [www.gov.uk/government/publications/dbs-list-of-offences-that-will-never-be-filtered-from-a-criminal-record-check](http://www.gov.uk/government/publications/dbs-list-of-offences-that-will-never-be-filtered-from-a-criminal-record-check)
* If appointed, an **enhanced** criminal record check will be carried out via the Disclosure and Barring Service (DBS). An offer of employment will not be confirmed unless this check is satisfactory to the College.
* **Enhanced DBS certificates will disclose spent and unspent cautions, reprimands and final warnings that are not protected. Therefore please ensure you disclose all on this form,**
* Please visit [www.homeoffice.gov.uk/dbs](http://www.homeoffice.gov.uk/dbs) for further information

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| --- |
| **Full Name:**  |
| **Today’s Date:**  |

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| **Disclosure(s)** | **Date of conviction**  | **Details of Disclosure**  |
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**What will happen to this form?**

* **If you are not invited to interview you will not need to complete this form.**
* **If you are invited to interview:**
1. Please place this form in a sealed envelope and bring it with you to the interview day.
2. If you are invited to the final interview stage, HR will ask you for the envelope but will keep it sealed.
3. If the formal interview panel decide to offer you the role and you accept, the Principal (or lead panel member in their absence) will be handed the envelope to read your disclosure(s).
4. If there are any concerns surrounding your disclosure(s) the Principal (or lead panel member) will discuss this with you.
5. If you are not offered the post, the envelope will not be opened and it will be securely destroyed immediately.