

Declaration of Unspent and Relevant Spent Criminal Offences

BEFORE COMPLETING THIS FORM, PLEASE READ THE FOLLOWING NOTES CAREFULLY.

It is the policy of this Council to require successful applicants for certain posts to disclose certain information on previous criminal records they may hold. This does not mean that possession of a criminal record will automatically prevent you from working for the Council, rather, as part of the recruitment process such information will only be considered in the light of its relevance to the post for which you are applying. In many cases, a particular conviction will be of no relevance and so can be discounted for the purposes of your application. In assessing your suitability for a post the Council complies with the Code of Practice recommended by the Disclosure and Barring Service.

Because of the nature of the work for which you are applying, this post is exempt from the provisions of Section 4 (2) of the Rehabilitation of Offenders Act 1974 by virtue of the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975. Therefore you must give details on this form of relevant convictions, cautions, reprimands and warnings that you have and any court cases that you have pending.

The Council will use information provided by the Disclosure and Barring Service when assessing your suitability for such jobs. In the event of employment, any failure to disclose such convictions could result in dismissal or disciplinary action by the Council/Authority. Any information you give us about convictions will be kept confidential and will only be considered in relation to the job for which you are applying.

DECLARATION OF CRIMINAL OFFENCES

Using the guidelines below please list **all your unspent**, and relevant spent convictions, cautions, reprimands and final warnings, including any convictions in a Court of Law outside Great Britain. Do not forget to include any pending convictions and indicate that they are pending.

You must provide details of the following:

- **Cautions** relating to an offence from a list (see below) agreed by Parliament
- **Cautions** given less than 6 years ago (where you were over 18 years old at the time of the caution)
- **Cautions** given less than 2 years ago (where you were under 18 years old at the time of the caution)
- **Convictions** relating to an offence from a prescribed list (see below)
- **Convictions** that resulted in a custodial sentence (regardless of whether served)
- **Convictions** given less than 11 years ago (where you were over 18 years old at the time of the conviction)
- **Convictions** given less than 5.5 years ago (where you were under 18 years old at the time of the conviction)

Irrespective of the above list, if you have more than one conviction then **ALL** convictions must be declared.

The list referred to above includes a range of offences which are serious and which relate to sexual offending, violent offending and/or safeguarding. It would never be appropriate to withhold details of offences on this list. A list of offences which should always be declared has been derived from the legislation and can be accessed using the following link:

<https://www.gov.uk/government/publications/dbs-list-of-offences-that-will-never-be-filtered-from-a-criminal-record-check>

If you have no unspent, and no relevant spent, convictions, cautions, reprimands or warnings please write 'none' and sign the form. If you have any queries about the completion of the form, please contact the telephone number given in the covering letter.

| Nature of Offence(s) (1) | Name of Court and Date of Conviction (2) | Sentence(s) (3) |
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All information given will be treated in the strictest confidence. Following receipt of this form you may be contacted to discuss the information you have given.

I certify that, to the best of my knowledge, the information on this form is true and accurate. I understand that if the information I have supplied is false, misleading or incomplete in any way, I may be disqualified from future engagement with the Council and any current engagement may be terminated with immediate effect.

Please complete this form and return it to Human Resources.

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| Signed: | |
| Name (please print in CAPS): | |
| Position applied for: | |
| Date: | |

DBS Certificate & DBS Update Service

I volunteer that a copy of my disclosure certificate can be retained on my personnel file. I also give Enfield my consent to check the DBS update service.

Please complete this form and return it to Human Resources.

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|------------------------------|--|
| Signed: | |
| Name (please print in CAPS): | |
| Position applied for: | |
| Date: | |