

**Criminal Record Disclosure Form**

This form must be completed by all applicants prior to interview. The information disclosed on this form will not be kept with your application form during the application process.

**Policy statement on recruiting applicants who have a criminal record**

Due to safer recruitment and to protect the children in our care, Equals Trust is legally obligated to carry out a Disclosure and Barring Service (DBS) check before making appointments in our Trust and Schools. We will use the DBS check to ensure we comply with the Childcare Disqualification Regulations. Any data processed by us as part of safer recruitment checks will be processed in accordance with GDPR and the Trust’s privacy notices.

The post you are applying for requires a DBS check to be carried out on you before you are appointed to the post. The DBS check will reveal both spent and unspent convictions, cautions and bind-overs as well as pending prosecutions which are not protected under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975. Please ensure you disclose any convictions, cautions, reprimands or final warnings that are not “protected” as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013).

The amendments to the Exceptions Order 1975 (2013) provide that certain spent convictions and cautions are ‘protected’ and are not subject to disclosure to employers and cannot be taken into account. All guidance and criteria on the filtering of these cautions and convictions can be found in the [DBS filtering collection](https://www.gov.uk/government/collections/dbs-filtering-guidance)

If you have queries about the DBS check, or would like a copy of the DBS Code of Practice please visit the DBS **website:**[www.gov.uk/disclosure-barring-service-check](http://www.gov.uk/disclosure-barring-service-check)

We recognise the contribution that ex-offenders can make as employees and volunteers. Any information given will be treated in the strictest confidence. Suitable applicants will not be refused posts because of offences which are not relevant to, and do not place them at or make them a risk in, the role for which they are applying.

All cases will be examined on an individual basis and will take the following into consideration:

* Whether the conviction is relevant to the position applied for in our Trust Schools.
* The seriousness of any offence revealed.
* The age of the applicant at the time of the offence(s).
* The length of time since the offence(s) occurred.
* Whether the applicant has a pattern of offending behaviour.
* The circumstances surrounding the offence(s), and the explanation(s) offered by the person concerned.
* Whether the applicant's circumstances have changed since the offending behaviour.

It is very important that applicants understand that failure to disclose convictions, cautions, reprimands or final warnings that are not protected could result in any offer of employment being withdrawn or, if it is discovered after the applicant is in post, disciplinary proceedings which may result in termination of employment.

1. Do you have any adult cautions (simple or conditional)?

**Yes  No**

1. Do you have any unspent conditional cautions?

**Yes  No**

1. Do you have any unspent convictions in a Court of Law?

**Yes  No**

1. Do you have any spent convictions that are not protected as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (Amendment) (England and Wales) Order 2020?

**Yes  No**

In order to help you to decide your answers to these questions please see the Ministry of Justice website: <https://www.gov.uk/government/publications/new-guidance-on-the-rehabilitation-of-offenders-act-1974>.

If you have answered **YES** to any of the questions above please give details, including dates, in the space below. The recruiting manager will talk to you about your responses. The information you give will be treated in the strictest confidence. Suitable applicants will not be refused posts because of offences which are not relevant to, and do not place them at or make them a risk in, the role for which they are applying. The information you give will only be discussed between the lead recruiting manager (not the entire panel) and the HR team.

|  |
| --- |
| **DECLARATION**  I declare that the information provided on this form is true and accurate.  Signed: Date:  Name (block capitals): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

**Please return this form to** [**recruitment@equalstrust.org**](mailto:recruitment@equalstrust.org) **or by post marked CONFIDENTIAL to HR Manager, Equals Trust, Keyworth Primary School, Nottingham Road, Keyworth, NG12 5FB**