



Kingswood College of Arts Application for Appointment

Post Title:

Post Number:

Application for Employment - PART 3

CONFIDENTIAL

IMPORTANT - Please read carefully

This form will not be seen by recruiting officers until after candidates have been short-listed. Please read the section on pages 3 and 4 headed Criminal Records Information Notes for Guidance. Once you have read this, please complete the form fully.

FULL NAME:

Criminal Records Information

Do you have any criminal record information that the Council requires you to disclose?

Yes No

If Yes, please give details in the appropriate section(s) below:

UNSPENT CONVICTIONS

Nature of Offence	Date of Offence	Sentence/ Order	Date of Sentence/ Order	Location of Court	Your full name at the time*
<p><i>(continue on a separate sheet, if required)</i></p>					

PROSECUTIONS PENDING

Nature of Alleged Offence	Date of Alleged Offence	Court Date (if known)	Location of Court	Your full name at the time *
<p><i>(continue on a separate sheet, if required)</i></p>				

SPENT CONVICTIONS

Nature of Offence	Date of Offence	Sentence/ Order	Date of Sentence/ Order	Location of Court	Your full name at the time*
<i>(continue on a separate sheet, if required)</i>					

DISQUALIFICATION ORDER

Are you the subject of a Disqualification Order? Yes No
 If "Yes", please give details below:

Nature of Offence	Date of Offence	Date of Order	Location of Court	Your full name at the time *
<i>(continue on a separate sheet, if required)</i>				

GOVERNMENT DEPARTMENT LISTS (eg Department for Education and Skills' List 99 or Department of Health's Protection of Children Act List (PoCAL)).

Nature of Offence	Date of Offence on List	Date of Inclusion	Name of List (eg List 99)	Your full name at the time*
<i>(continue on a separate sheet, if required)</i>				

*if different from the name you are using now

Declaration

I declare that I have read the section headed Criminal Records Information Notes for Guidance. I have provided all the information required by the school for the post for which I am applying.

Signed: Date:

Criminal Records Information Notes for Guidance

Criminal record information provided by candidates and information disclosed by the Criminal Records Bureau and armed forces will be strictly confidential and only released on a need to know basis. The information will be stored securely for a period of 6 months from the date of the appointment decision being made or, where there is any dispute, 6 months from the date the dispute is resolved.

If you have a criminal record, this does not mean that the college will automatically refuse to employ you.

The criminal record information you are required to provide is not used for short-listing purposes. If you are short-listed for interview your criminal record information will be discussed with you, if the recruiting officers feel it is relevant to the job for which you are applying. The nature and seriousness of any offences, how long ago they occurred and their relevance to the duties of the post for which you are applying will all be taken into account before a decision is made as to whether your criminal record information makes you unsuitable for the post.

Level of Disclosure Application For Post	What Information the College/Council Requires as Part of the
Declaration of unspent convictions	If you have a criminal record, you are required to provide details of anything on your record which is unspent ¹ under the Rehabilitation of Offenders Act.
Basic Disclosure	You are required to provide details of anything on your record which is unspent ¹ under the Rehabilitation of Offenders Act. If you are offered the post, this will be subject to your providing a satisfactory ² Basic Disclosure from the Criminal Records Bureau (CRB) ³ . This will give full details of all unspent convictions.
Standard Disclosure	<p>You are required to provide full details of everything on your criminal record, including details of all spent¹ convictions. You are also required to provide details of any prosecutions pending. In addition, you are required to declare on your application form whether you are the subject of a Disqualification Order⁴ or included on any Government Department list of people unsuitable or banned from work with children or vulnerable adults.</p> <p>If you are offered the post, this will be subject to you providing a satisfactory² Standard Disclosure from the Criminal Records Bureau (CRB)³. This will give details of everything on your criminal record, including cautions, reprimands and final warnings, as well as convictions and, if relevant, the findings of checks against Government department lists of people banned or unsuitable for work with children or vulnerable adults.</p>
Enhanced Disclosure	<p>You are required to provide full details of everything on your criminal record, including details of all spent¹ convictions. You are also required to provide details of any prosecutions pending. In addition, you are required to declare on your application form whether you are the subject of a Disqualification Order⁴ or included on any Government Department list of people unsuitable or banned from work with children or vulnerable adults.</p> <p>If you are offered the post, this will be subject to you providing a satisfactory² Enhanced Disclosure from the Criminal Records Bureau (CRB)³. This will give details of everything on your criminal record, including cautions, reprimands, final warnings, convictions and any other information and, if relevant, the findings of checks against Government department lists of people banned or unsuitable for work with children or vulnerable adults.</p>

Notes:

- 1 The table at the end of this information sheet gives details of what is meant by “spent” and “unspent”. If you are still unclear as to what information you should provide, please contact the Council’s Human Resources Team for advice.
- 2 In this context, “satisfactory” means containing no offences relevant to the post, which would render you unsuitable.
- 3 The Criminal Records Bureau (CRB) is the Government agency that handles the Disclosure Service through which criminal record information can be checked by potential employers and other organisations. Further details about the CRB, including its Code of Practice, are available from their website at www.crb.gov.uk or from: CRB, PO Box 91, Liverpool L69 2UH.
- 4 If a person is convicted of an offence against a child and a qualifying sentence is imposed by a senior court in respect of the conviction, the court must order the individual to be disqualified from working with children, unless, given all the circumstances, the court is satisfied that it is unlikely that the individual will commit any further offence against a child.

The same applies to charges/convictions for equivalent armed forces offences.

The Council must not knowingly offer work in a regulated position to anyone who is the subject of a Disqualification Order. It is also illegal for anyone who is the subject of a Disqualification Order to apply for work in a regulated position.

The CRB’s Standard Disclosure and Enhanced Disclosure include, where relevant, a check against Government Department lists of people unsuitable for work with children and vulnerable adults e.g. Department for Education and Skills’ List 99 or Department of Health’s Protection of Children Act List (PoCAL).

If you are offered the post, the college will ask you to complete a CRB Disclosure application form and to provide verification of your identity. You will receive a copy of the information the CRB discloses to the Council. The CRB charges a fee for each Disclosure, which is paid for by the college.

Some convictions become spent after a certain period of time (the rehabilitation period) if there has been no further conviction during that period. The rehabilitation period runs from the date of the conviction (not the completion of the punishment). The length of the rehabilitation period depends on the type of sentence. The following table shows convictions that can become spent and the rehabilitation period. Unless specified otherwise, if an individual is aged under 18 years at the date of conviction, the rehabilitation period is halved.

Sentence/Order	Rehabilitation Period
Imprisonment, detention in a young offenders institution or youth custody or corrective training for between 6 and 30 months	10 years
Imprisonment, detention in a young offenders institution or youth custody for 6 months or less	7 years
A fine	5 years
Probation	5 years (if under 18 years of age, the longer of 2½ years or when the order ceases to have effect)
Absolute Discharge (whatever age)	6 months
Conditional Discharge, Bindover	The longer of one year or expiry of the order
Anything not listed above	None, ie never becomes spent