

# Declaration of unspent criminal offences for appointments into positions where a DBS Disclosure is required

**Please read the following notes carefully, before completing this form.**

It is the policy of Devon County Council to require applicants into posts which are eligible for a Disclosure & Barring Service (DBS) disclosure, to declare information on certain previous criminal records that they hold.

You must give details on this form of all convictions and cautions that are not "protected" as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013) by SI 2013 1198 (including any convictions in a court of law outside of Great Britain) and any prosecutions that you have pending. Staff employed to work with certain categories of person, or in specified settings are required to disclose this information. Therefore, if you have received a conviction or caution, which is not protected, you must provide details overleaf.

Devon County Council will treat applicants who have a criminal record fairly and do not discriminate because of a conviction or other information revealed. Possession of a criminal record will not automatically prevent you from working with the Council. As part of the recruitment process such information will only be considered in light of its relevance to the post for which you are applying.

All appointments into posts subject to a DBS check are made only on condition of a satisfactory DBS Disclosure. If you are successful in your application for employment, then the failure to disclose your previous criminal history could result in withdrawal of this conditional offer of employment.

List all of your unprotected convictions and cautions on the following page, together with details of any pending prosecutions. Use a continuation sheet if required.

All information disclosed will be treated in the strictest confidence. Following receipt of this form you may be contacted to discuss the information you have provided.

**If you have no convictions or cautions to declare please write ‘None’ and sign the form. If you have any questions regarding the completion of this form please contact the HR ONE helpline on 01392 385555.**

**(Please complete in BLOCK CAPITALS).**

**Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Position**

**Applied for:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

|  |  |  |
| --- | --- | --- |
| **Nature of Offence(s)** | **Name of Court and date of conviction or date of Caution (if known)** | **Sentence(s)** |
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**I certify 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, it could lead to withdrawal of the conditional offer of appointment, without notice.**

**Signed:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

For more information on the filtering of convictions please visit the DBS website at:

[**https://www.gov.uk/government/collections/dbs-filtering-guidance**](https://www.gov.uk/government/collections/dbs-filtering-guidance)