

Criminal convictions self declaration form for interview candidates

We work in accordance with the Cabinet Office Baseline Security Standard which requires the disclosure of unspent criminal convictions.

Please complete this form giving details of any unspent criminal convictions. If you have no current criminal convictions please clearly write **not applicable** in the box below and sign the declaration.

The information you provide is confidential and will be treated as such under the terms of the Rehabilitation of Offenders Act 1974 and the Data Protection Act 1998.

We are committed to equality of opportunity and welcomes applications from all sections of the community. Job applicants will be assessed on their ability to meet the competencies set out in the person specification and only criminal convictions relevant to the post will be taken into account. You may be asked for further information about any convictions that you declare.

Self Declaration

Please provide details of unspent criminal convictions including the type of offence, the date of the conviction and the sentence passed.

Please continue on a separate sheet if you need to

Name

Signature

Date

Declaration

I declare that the information I have given on this form is true to the best of my knowledge and belief. I understand that my application for employment may be rejected or that I may be dismissed for withholding relevant details or giving false information.

Please seal this form in an envelope marked with your name and 'confidential'. Please bring the envelope containing the form with you when you attend your interview. We guarantee that this information will only be seen by those who need to see it as part of the recruitment process. The envelope containing the form will only be opened if you are offered the job. If you are unsuccessful in your application, the declaration form will be destroyed unseen.