

Criminal record self-disclosure people with criminal records

Please refer to our 'Applicants with a criminal record' policy for guidance on completing this form.

Your name			
Role this applies to			
Do you have any unspent convictions? Yes No (circle as appropriate)			
Additional guidance – Please tick "Yes" if you have any convictions that are not yet spent under the Rehabilitation of Offenders Act 1974. The term 'convictions' is used to refer to any sentence or disposal issued by a court. If all your convictions are spent, you can tick "No". If you're not sure if your convictions are unspent or spent, you can use a tool available at www.disclosurecalculator.org.uk and read guidance at hub.unlock.org.uk/roa .			
If you have answered 'Yes', there are two ways of providing further details.			
(a) Provide the offence dates, dates of conviction/caution, offence types and sentences received below			
(b) Provide further details (as above) on a separate document by ticking the box and attaching the details in an envelope attached to this completed form			
"By signing below, I confirm that the information I have provided on this form (and attached, if applicable) is accurate. I understand that this information will not necessarily prevent me from being employed in the role above, and that I will be given an opportunity to discuss any concerns you might have before you make a final decision on my suitability for the role."			
Signed		Date	

Once completed, please return marked CONFIDENTIAL to: [Insert name/details of dedicated HR contact]





About this template

This template relates to the wording of questions that ask about criminal records. More guidance on this template, including how to use it and to see further templates, can be found by searching for 'wording of questions' on recruit.unlock.org.uk.

Acknowledgment

This template has been produced as part of *Recruit!*, a website¹ which supports UK employers in the fair treatment of people with criminal records. Visit <u>recruit.unlock.org.uk</u> for more information.

¹ *Recruit!* is managed by Unlock, a charity that works to achieve a fair and inclusive society where people with convictions can move on positively in their lives. Visit www.unlock.org.uk for more information.



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